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ABSTRACT

The outgrowth of a project effort to foster in youth an awareness of the world of work, this catalog contains descriptive annotations and price lists for filmstrips, records, cassettes, microfiche, transparencies, 16 mm films, books, magazines, slides, video tapes, self-instructional devices, and prints. Presented in coded form for easy accessibility, the materials were designed to be used on the elementary, junior high, senior high, and post-secondary level. (SN)

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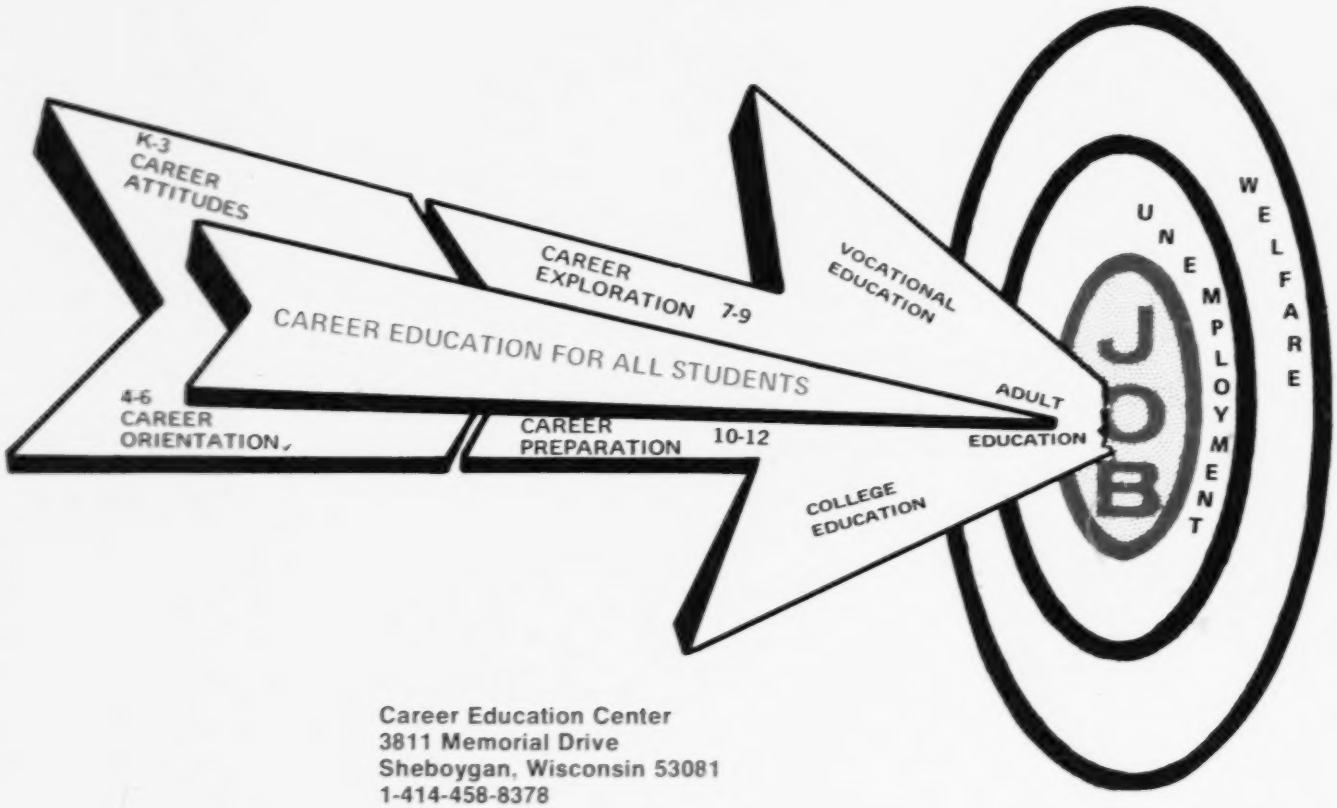
K-14
CAREER EDUCATION MULTI-MEDIA CATALOGUE



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U. S. Grant Elementary School
Horace Mann Jr. High School
North Senior High School

Cover design adapted from model by Ohio Department of Education, Columbus Ohio, Tom Hyde.

INTRODUCTION

There is national, state and local concern and recognition of the importance of the need for career information for our youth and young adults as they prepare for today's "World of Work." An increasingly great number of American youth are experiencing difficulty in the transition from school to work, and schools are aware of their obligation to assist youth in this transition.

Many of the problems facing youth in making career choices are not new and have already received a good deal of attention in the past. The fact that many youths lack information about work and training opportunities has long been recognized, and a great deal of relevant research has been conducted and reported. It is essential that youth have a proper understanding of the "World of Work" and have a knowledge and appreciation of the training necessary to secure positions at various entry levels.

There is no greater good that we can do for our youth than to make sure that they are adequately informed and prepared to enter today's "World of Work" in a field that is financially rewarding, interesting, and enjoyable to them. It is our hope that the information and materials made available in this catalog and in this project will help them achieve that goal. Won't you please use it to your best advantage.

Frederick J. Nierode
District Director
VTAE District 11

Lakeshore Technical Institute
District 11
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ALL OF THE MATERIALS IN THIS CATALOG HAVE BEEN USED. MOST OF THEM HAVE BEEN FOUND TO BE VALUABLE, HOWEVER, SOME OF THESE MATERIALS ARE NOT RECOMMENDED.

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GRADE LEVEL CATEGORIES

THE MATERIALS WILL BE CAPTIONED ACCORDING TO THE GRADE LEVELS FOR MOST EFFECTIVE USE.

Our categories will be as follows:

K - 3	PRIMARY
4 - 6	INTERMEDIATE
* K - 6	ELEMENTARY
7 - 9	JR. HIGH
10 -12	SR. HIGH
* 7 -12	SECONDARY
13 -Adult	POST-SECONDARY

MEDIA CODES

THE MATERIALS IN THIS CATALOG HAVE BEEN CODED ACCORDING TO THE FOLLOWING:

Media	Code
Equipment	EQ
Captioned Filmstrips	CFS
Sound Filmstrips with Records or Cassettes	FS/R/C
Sound Filmstrips with Tapes or Cassettes	FS/T/C
Sound Filmstrips with Cassettes Only	FS/C
Tapes-Cassettes	TC
Guidance Kits and Book Sets	GK
Microfiche	MIC
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16 mm Films	F
General References	GR, BK
Subscriptions	S
Sound-On-Slides	S/S
Video Tapes	VT
Study Prints	SP
Display Prints	DP
Do-It-Yourself Filmstrip Kits	K
Career Books	CB
Testing Materials	G.A.T.B.

*Teachers from grades K-6 and 7-12 should look into the Elementary and Secondary sections of this catalog to find materials that are recommended for use at those grade levels. Each of the other levels recommend materials for use only at that level.

E Q U I P M E N T

EQ 1 - 3M Brand Sound-on-Slide System Model 125

A machine that uses a magnetic sound disk in a plastic holder that surrounds a 35 mm slide to provide commentary with a visual image. As a 3M sound slide is inserted into the machine, it becomes an automatic slide projector, a magnetic recorder, and a sound playback system. This piece of equipment allows you to produce your own sound-slide presentations.

EQ 2 - WSI Portable Microfiche Reader Model MF

A portable unit for reading microfiche cards.

EQ 3 - Hitachi Cassette Tape Players
EQ 3'

Portable cassette playback units for classroom work. Operates on A.C. Current.

EQ 4 - Junction Box

This unit makes it possible for individual or small groups up to eight to receive audio-visual instruction without disturbing the rest of the classroom. The unit comes complete with eight individual headsets, each with its own control.

EQ 5 - DuKane A-V Matic Sound Filmstrip Viewers
EQ 13

Portable viewers for 35 mm single frame filmstrips, which includes a cassette sound reproduction unit. Includes an earphone jack and 7" x 9" screen. Advances manually or automatically.

EQ 6 - Singer Graflex Study-Mates
EQ 6'

Filmstrip previewers for captioned filmstrips. Includes a 3" x 4" screen and advances manually.

EQ 7 - Sony Model 50 and 110 Cassette-Corders
EQ 9

Portable A.C. Battery-operated cassette-recorders with built-in microphones.

EQ 10 - Kodak Ektagraphic Visual-Maker

A kit containing a Kodak Instamatic Camera (with batteries), two copy stands of different heights, and a pistol grip. All components of the Visual-Maker are fitted into a heavy-duty attache' case. This kit enables you to get sharp, close-up color slides, color prints, and black and white prints.

EQ 11 - Coxco/Municator, Series X, Programming Cassette Recorder

Portable A.C. Battery-operated cassette-recorder with built-in microphone.

EQ 12 - 3M Brand 400 Microfilm Reader-Printer

Preview unit for reading microfiche and microfilm and making full page copies of the printed material.

EQ 14 - Audiotronics Model 145 Cassette Tape Players
to
EQ 25 Portable cassette playback units for classroom use. Operates on A.C. current. They have an Instant Replay button and take standard jacks for external speakers and headphone sets.

EQ 26 - Switchcraft Headphone Sets

A bar of six headphone plugs with individually-controlled volume. Includes six Bell and Howell Monaural Headphones with each bar.

EQ 28 - Viewlex Super Viewer 134
#1 - #11

Portable filmstrip viewers with filmstrip storage compartment. Includes a 5" x 7" Screen and advances manually.

EQ 29 - Viewlex Automatic Sight and Sound Filmstrip Super Viewer 136

Portable filmstrip and cassette sound viewers. Includes a standard earphone jack and 5" x 7" screen. Advances manually or automatically.

EQ 30 - Viewlex Silent Film Loop Superviewer 191

Portable film loop viewer with stop-on frame feature and automatic stop at end of program. Includes a 5" x 7" screen and advances automatically

EQ 31 - Loudspeakers

Portable loudspeakers are available with standard jacks for use with cassette players for large classroom instruction. Mainly for preview use in the Center.

EQ 32 - Infonics Cassette Copier

A high-speed cassette tape duplicator that will make two copies of any master cassette in a maximum two and a half minutes (both sides copied).

EQ 33 - Sony Videcorder AV-3600

A video-tape playback unit to play video tapes of Wisconsin career interviews. Mainly for preview use in the Center.

PRIMARY

C A P T I O N E D F I L M S T R I P S

PRIMARY

SELF CONCEPT DEVELOPMENT

FS/C 103 - Little Citizen Series
filmstrip (Society for Visual Education)
&
cassette

An inspiring look at the desirable characteristics young children should develop. A special emphasis is placed on developing a responsibility towards others.

The Boy	Bike Behavior
Raggedy Elf	Mighty Hunters
Little Cloud	Game of Might-Have-Been

6 filmstrips

WORLD OF WORK INFORMATION

CFS 1 - Playground Safety
(Bailey Film Associates)

Children need to see examples of how a thing is done correctly. In these filmstrips, primary school children participate in safe playground apparatus practices and suitable activities for apparatus play. Greater skill and more enjoyment for everyone can result from learning the correct approach. Included are the climbing tree, horizontal bars, and low bar.

2 filmstrips

CFS 10 - Community Helpers Series -- Sets I and II
CFS 11 (Mc Graw Hill)

A series of filmstrips visualizing the services and duties of community helpers who are of significance to the young child.

Set I

The Grocer	The Fireman	The Doctor
The Mailman	The Policeman	The Bus Driver

Set II

The Dentist	The Service Station Attendant
The Milkman	The Street Maintenance Crew
The Librarian	The Sanitation Department Crew

12 filmstrips

CFS 12 - The Community Series: Agriculture and Industry Set
(Mc Graw Hill)

This series can help children widen their concepts and deepen their understanding of what a community really is. The different types---how they function---the services they provide.

Agriculture and Industry: Modern Agriculture
Agriculture and Industry: Vegetables and Fruits
Agriculture and Industry: Dairy and Beef Cattle
Agriculture and Industry: Cotton and Wood Fibers
Agriculture and Industry: Modern Industry
Agriculture and Industry: Manufacturing Clothing
Agriculture and Industry: Building Houses
Agriculture and Industry: Manufacturing Trucks

8 filmstrips

CFS 13 - The School Series: Our School Workers
(Mc Graw Hill)

These color filmstrips in this series present important aspects of school life, inter-personal relations, the inter-dependence of people, division of labor and specialization.

Our School Workers	The Librarian
The Pupil	The School Nurse
The Teacher	The Principal
The Special Teacher	The Custodian and the Bus Driver

8 filmstrips

CFS 14 - Clothing
(Encyclopedia Britannica)

The importance of clothing--what it does and how it is made--is the theme of this filmstrip series. Details of the origins of man-made and natural fibers, weaving, and

various finishing processes tell the tale of cloth manufacture.

Clothes and Why We Wear Them
Proper Clothes and Their Care
Where Clothes Come From
Materials For Clothing
How Cloth is Made
The Clothing Factory

6 filmstrips

CFS 15 - Food
(Encyclopedia Britannica)

Depicts the story of food from its plant or animal origins to its preparation in the home. The complex operations by which food is raised, processed, preserved and distributed are graphically presented through study of the meat packing plant, bakery, dairy, fruit packing plant, and supermarket.

Kinds of Food
Where Food Comes From
Getting Food Ready for Market
Keeping Food From Spoiling
The Food Store
Food for Good Health

6 filmstrips

CFS 16 - Shelter
(Encyclopedia Britannica)

Children learning about building operations lend story line continuity to this visual survey of shelter. The filmstrips show the development of housing from Indian wigwams and colonial houses of early America to a range of modern styles including city apartment, trailer, and ranch house. The functions of different kinds of tools and workmen and the progressive stages of building, from digging the foundation to the final painting, are simply and clearly presented.

Houses of Long Ago
Why We Need Houses
Kinds of Houses
Tools & Materials for Building Houses
Parts of a House
Men Who Build Our Houses

6 filmstrips

CFS 17 - Community Services
(Encyclopedia Britannica)

Various activities of community workers serving the public. Dramatic shots of policemen at the scene of a burglary and of firemen trying to save a flaming house, are combined with sequences describing their less active daily routine. Other Community services come to life, including recreation, communication, and safe standards of health for everyone.

Our Library	Our Post Office
Our Fire Department	Our Health Department
Our Police Deparment	Our Parks and Playgrounds

6 filmstrips

CFS 18 - Life on the Farm
(Encyclopedia Britannica)

How do we know when grapes are ready to pick? Why is a glass egg put into a nest? What is a salt lick? Many questions like these arise during the visits of Babs and Steve to a farm. As they help with chores, the city children see many fascinating aspects of farm life and experience some of the delights of life in the country.

Milking	Haying
Gathering Eggs	Picking Vegetables
Feeding the Animals	Picking Fruit

6 filmstrips

CFS 21 - Food, Clothing and Shelter
(Society for Visual Education)

a) How We Get Our Foods

The Story of Milk--The dairy farm, inspection, pasteurization, bottling, delivery to home and market.

The Story of Bread--Harvesting wheat, making flour and bread.

The Story of Fruits & Vegetables--Planting, cultivating, harvesting, shipping to market, canning, freezing.

The Story of Meat--Ranches, stock-yard, processing various cuts.

4 filmstrips

b) How We Get our Clothing

The Story of Cotton--Plantation to bolt of cloth, cloth products.
The Story of Wool--Ranching, shearing, dyeing, weaving.
The Story of Leather--From ranch to shoe store-tanning, drying, manufacturing, shipping, Etc.
The Story of Rubber--Plantation, processing, making a rubber boot.

4 filmstrips

c) How We Get Our Shelter

Planning the Home--Choosing a home. Visits to realtor, contractor, banker.
Building the Foundation--Excavation, footings, I beam.
Building the Shell--Carpenters, bricklayers, plumbers.
Finishing the Home--Plastering, decorating. "Moving In."

4 filmstrips

CFS 22 - <u>True Book Community Helpers</u>
(Society for Visual Education)

Tells the story of people we rely on every day, in terms the primary pupil can relate to his experiences. Develops an understanding and appreciation of the people of the community.

Airports & Airplanes	Policemen & Firemen
Health	Our Post Office
Houses	Schools

6 filmstrips

CFS 32 - <u>Where Our Daddies Work</u>
(Eye Gate)

Direct result of a teacher's workshop in the utilization of community resources conducted through Miami University. Through the eyes of children it answers two questions: Why do daddies work? Where do daddies work?

1 filmstrip

S O U N D F I L M S T R I P S

PRIMARY

SELF CONCEPT DEVELOPMENT

FS/C 8 - Outset/Look About You
(Guidance Associates)

Designed to help children become more aware of the patterns of line and color, discover relationships between these patterns, and develop skills in identifying, comparing and categorizing familiar objects around them. Offers the elementary counselors an opportunity to prove both the perceptual and verbal capabilities of children in groups.

2 filmstrips, 2 cassettes

FS/C 9 - Outset/Listen, There Are Sounds Around You
(Guidance Associates)

Created to stimulate young children to listen more closely to the sounds around them, to improve their powers of concentration and strengthen their ability to distinguish between types of sounds. Emphasis is placed on sound as communication, not just in speech, but as a signal, a warning, a weather gauge, music. Includes a programmed review section.

2 filmstrips, 2 cassettes

FS/C 10 - Noisy Nancy Norris
(Guidance Associates)

Nancy just can't be quiet. When her hopping, thudding and clattering bring Landlady Muffle to the door with an angry ultimatum, Nancy makes up her mind to reform. The result is rich comedy helped along by voice portraits that set students and teachers laughing. Most important, youngsters share clearly identifiable experiences in decision-making, recognizing the rights of others and reasonable self-discipline. In empathizing with Nancy, her parents and her neighbors, students use

follow-up time to explore the responsibilities we all have in living with other people, the satisfaction we gain from governing our behavior.

1 filmstrip, 1 cassette

FS/R/C 57 - First Things: Who Do You Think You Are?
(Guidance Associates)

Afraid of a barking dog, Tony runs into an elderly neighbor, spilling the man's groceries on to the sidewalk. The gentleman cries out: "Who do you think you are?" Fearful and still running, Tony heads for school where his teacher repeats his question to stimulate inquiry. As Tony discovers more about his own individuality--and other people's--he learns the importance of assuming responsibility for his actions; and finds a resolution to his problems with the elderly neighbor, and the not-so-ferocious dog.
The filmstrip reinforces children's feelings of self-worth; to strengthen their empathetic abilities; to help them describe individuals on more complex and meaningful levels in terms of facts and figures, actions and feelings; to encourage children to explore their own and other individuals' distinctive characteristics.

3 filmstrips, cassette, teacher's guide

FS/R/C 58 - First Things: What Happens Between People
(Guidance Associates)

Freddie's family is moving. He is apprenhensive about leaving friends and finding new ones. Throughout the experience of moving, Freddie learns that there are many kinds of human interaction taking place around him. And he discovers that thinking about human interaction can lead to new ways of initiating and maintaining relationships. To help youngsters identify and discuss interactions with people in their own lives; to help them relate specific interactions to identifiable qualities in individuals or groups; to strengthen each child's sense of initiative and self-confidence through awareness of his ability to recognize, interpret and influence interactions.

2 filmstrips, cassette, teacher's guide

FS/R/C 59 - First Things: You Got Mad, Are You Glad?
(Guidance Associates)

A conflict arises among a group of neighborhood children. Different individuals express hostility in various degrees, through varied behavior. Herb, an older boy, does not participate in the conflict, but stands aside, snapping pictures with his camera. Stepping into the situation, he manages to calm the participants and then initiates discussion of what has happened by showing pictures of the children acting out their hostilities.
To help children explore causes and effects of hostility by discussing their personal experiences; to stress that behavioral choices are available in every conflict situation; to help children discriminate between relatively harmful forms of hostile behavior; to introduce concepts of mediation, third-party judgment and compromise as ways to resolve conflict with minimal hostility.

3 filmstrips, cassette, teacher's guide

FS/R/C 60 - First Things: What Do You Expect of Others?
(Guidance Associates)

Eric, Patty and Tom are working on a racing cart. George, a new youngster, watches them from across the street. Tom thinks "he is spying;" while Eric feels "he likes racing carts." The three children run into a problem with their work on the cart. George approaches, but is turned away by Tom's hostility. Patty and Eric begin to tease him. When George comes up with a good approach to the cart problem, Eric invites him to join the group. George isn't sure, saying, "They weren't nice to me. They sure acted mean." Filmstrip helps students discuss expectations in their own reactions to individuals and groups; to explore the practical consequences of positive and negative expectations.

3 filmstrips, cassette, teacher's guide

FS/C 75 - Getting to Know Me
(Society for Visual Education)

An exciting series of filmstrips that stimulate children to take a close look at themselves--and each other.

Helps to mold positive self-concepts and healthy attitudes. Audio is banded so discussion can be held before conclusion of story is presented.

People are Like Rainbows	(The importance of being yourself)
A Boat Named George	(Working with others)
Listen! Jimmy!	(Succeeding the right way)
Strike Three! You're In!	(Recognizing abilities)

4 filmstrips, 2 cassettes, 4 guides

FS/C 77 - Living With Your Family
(Society for Visual Education)

Helps youngsters develop basic understanding of family problems and promote favorable attitudes.

What is a Family?	A Day with Your Family
The Family Has a New Baby	Family Fun

4 filmstrips, 2 cassettes, 4 guides

FS/R 99 - Kindle Series --Units I and II
FS/R 100 (Scholastic Book Company)

The primary aim of the Kindle series is to help the young child understand himself, and feel good about himself. The focal point is the individual as a unique being.

Unit I: Who Am I?
- Nothing is Something to Do
- The Joy of Being You
- People Packages
- All Kinds of Feelings
- Do You Believe in Wishes?

Unit II: How Do I Learn?
- What Next?
- Making Mistakes
- Who's Afraid?
- Figuring Things Out
- Do You Forget?

WORLD OF WORK INFORMATION

FS/R/C 1 - Wonderful World of Work Series
(Edu-Craft Incorporated)

These filmstrips place the "horse" of occupational interest squarely before the "cart" of academic learning...because it provides youngsters with vital vocational-academic information at a much earlier age. This "mix" between vocational and academic learning is most important; because, today, even the most professional of occupations are heavily weighted toward hand-directed skills. This WOW Program will tend to: a) Establish the direction of students' interests before they reach high school; b) Create academic self-motivation in support of these interests; c) Lead them on to more readily accept the acquisition of needed skills.

FS/R/C 1	"Wally, the Worker Watcher"
Vol. a	"The Newspaper Boy"
	"The Junior Home-Maker"
FS/R/C 1	"Drug Store"
Vol. b	"Super-Market"
	"Service Station"
FS/R/C 1	"Electrical Servicers"
Vol. c	"Gas and Oil Servicers"
	"Telephone Servicers"
FS/R/C 1	"Mail Delivery"
Vol. d	"Dairy Product Delivery"

11 filmstrips, cassettes

FS/R/C 4 - Health Education
(Baily Film Associates)

Based on the series of books by Margaret Rush Lerner, M.D., these stories of children developing measles, mumps, chicken pox, or fever, provide understanding of the causes and effects of these illnesses and help to relieve children's anxiety. Special songs have been included on the records and are simple enough to be learned and sung by primary viewers.

Dear Little Mumps Child	Peter Gets the Chicken Pox
Michael Gets the Measles	Karen Gets a Fever

4 filmstrips, 2 cassettes

FS/R/C 7 - Herbie's Dream
(Bailey Film Associates)

Herbie loses a tooth and puts it under his pillow for the good fairy. His tooth brush and other objects visit him in his dream that night and Herbie and the viewers learn why they need to eat the right kind of food, why they must brush their teeth often, and why they should visit the dentist regularly.

1 filmstrip, 1 cassette

FS/R/C 80 - Community Workers and Helpers -- Groups I and II
FS/R/C 81 (Society for Visual Education)

A challenging new filmstrip series takes primary grade students on fascinating behind-the-scenes visits to community workers and helpers whose goods and services affect their lives. Emphasis on meaning of community and community interdependence.

Group I	Group II
School Workers	Department Store Workers
Library Workers	Hospital Workers
Supermarket Workers	Fire Department Workers
Doctor's Office Workers	Television Workers

4 filmstrips, 2 cassettes, 4 guides — 4 filmstrips, 2 cassettes, 4 guides

FS/C 88 - Understanding the City
(Eye Gate)

A look at cities, large, medium and small will help the student see that cities everywhere have common strengths and weaknesses. This look will also help the student understand that each city, like each individual, is unique.

Taking a Walk in the City	Where Does the City Stop?
What's In a City?	The Communities in a City
Cities are Different	The Ever-Changing City

6 filmstrips, 3 cassette Teach-A-Tapes, teacher's manual

FS/C 89 - Understanding the Community
(Eye Gate)

Familiarizes the student with what a town is, how it functions, what is common to all towns and what is different. What is a community?

Taking a Walk in the Community
What's in a Community?
Communities are Different
Where Does the Community Stop?
"Communities" within the Community
The Ever-Changing Community

6 filmstrips, 3 cassette Teach-A-Tapes, teacher's manual

T A P E S - C A S S E T T E S
Study Prints with Cassettes

PRIMARY

SP 7 - Keeping the City Clean and Beautiful
(Society for Visual Education)

Street Cleaning	City Refuse Incinerator
Tree Care	Sewer Cleaning
Keeping Parks Beautiful	Window Washing on High Rise
Refuse Collection	Home and Yard Care

8 pictures, cassette

SP 8 - How People Travel in the City
(Society for Visual Education)

City Bus	Elevated Train
Jet Liner	Freeway
Taxicab	Commuter Train
Subway Train	Ferryboat

8 pictures, cassette

SP 9 - Moving Goods for People in the City
(Society for Visual Education)

Ocean Freighter & Railroad Cars	Railroad Freight Yards
Fuel Oil Truck	Ready-Mix Concrete Truck
Barge and Tugboat	Moving Van
Jet Freighter	Truck Terminal

8 pictures, cassette

SP 10 - Fire Department Helpers
(Society for Visual Education)

Truck Company	Answer a Call
Engine Company	Sleeping Quarters
Firemen with Equipment	Fighting the Fire
Rope Drill	Fire Safety Instruction

8 pictures, cassette

SP 12 - Police Department Helpers
(Society for Visual Education)

Administering First Aid	Traffic Control Officer
Roll Call	Crossing Guard & Patrol Boy
Target Practice	Police Canine Patrol
Squad Car Officers	Crime Laboratory in Operation

8 pictures, cassette

G U I D A N C E K I T S A N D B O O K S E T S

PRIMARY

SELF CONCEPT DEVELOPMENT

GK 2 - Random House Books on Elementary Guidance
(Children's Press)

#1 The Affable, Amiable, Bulldozer Man
#2 Boo
#3 Bridget's Growing Day
#4 Chipmunk That Went to Church
#5 Cowboy Andy
#6 Do You Know What I'm Going to Do Next Saturday?
#7 Edith and Mr. Bear
#8 The Fitfiddlers Keep Fit
#9 A Fly Went By
#10 Good Day! Which Way?
#11 Having a Friend
#12 Horton Hatches the Egg
#13 A House for Everyone
#14 How to Catch A Crocodile
#15 Hack Is Glad
#16 Jim Can Swim
#17 Kate Can Skate
#18 Little Black, A Pony
#19 Lonely Veronica
#20 Middle Matilda
#21 Mommies At Work
#22 Our Veronica Goes to Petunia's Farm
#23 Peter's Three Friends
#24 Petunia Takes A Trip
#25 Runaway John
#26 Sam and the Firefly
#27 Switch On the Night
#28 Twinkle, the Baby Colt
#29 Wee Willow Whistle
#30 What Will I Wear?
#31 What's A Cousin?
#32 When A Boy Wakes Up in the Morning
#33 Yertle, the Turtle

GK 8 - Focus on Self-Development: Awareness
(Science Research Associates)

Promotes the affective and cognitive development of children. The overall objectives of the program are to lead the child toward an understanding of self, an understanding of others, and an understanding of the environment and its effects. Stage One of Focus emphasizes awareness of self, others, and the environment. It consists of twenty flexible units that can be adapted to the needs of each individual class. Content areas include self-concept development, awareness of the environment through the senses, socialization, sharing, and problem solving. Techniques include group discussions, role play, games, individual and group projects.

5 filmstrips, 20 photoboards, pupil activity booklet, guide

GK 57 - Focus on Self-Development: Responding
(Science Research Associates)

Stories and activities encourage child's response to his personal, social, emotional, and intellectual life. Topics include self-concept, abilities, limitations, interests, concerns, communications, companionship, acceptance and rejection, plus others important to a child as he becomes more aware of his environment and peers. Builds on concepts and awareness developed in Stage One, but can be used separately.

6 filmstrips, 20 photoboards, 4 story records, counselor's handbook, teacher's guide

GK 10 - Words and Action Kit
(Holt, Rinehart, and Winston)

Program of role-playing photo-problems stimulates verbal and action responses from young children. It gives the children an opportunity to explore alternative ways of behaving in typical every day social situations and, through role-playing, the second chance so rarely possible in real life.

20 photographs

GK 27 - Developing Understanding of Self and Others (DUSO)
(American Guidance Service)

A suitcase full of puppets, cassettes, photo-cards,

picture stories, and teacher guides. It is a lively musical way of doing what the title says, "developing an understanding of self and others" through the media of DUSO, the DOLPHIN and his friends.

WORLD OF WORK INFORMATION

*** GK 21 - Come to Work With Us Series
(Sextant)

#1 Come to Work With Us in Aerospace
#2 Come to Work With Us in an Airport
#3 Come to Work With Us in a Hospital
#4 Come to Work With Us in House Construction
#5 Come to Work With Us in a Toy Factory
#6 Come to Work With Us in a T.V. Station
#7 Come to Work With Us in a Bank
#8 Come to Work With Us in a Dairy
#9 Come to Work With Us in a Department Store
#10 Come to Work With Us in a Hotel
#11 Come to Work With Us in a Newspaper
#12 Come to Work With Us in a Telephone Company

Teacher's guide is included.

GK 46 - Adventures in Living Program
(Western Publishing Company, Inc.)

Divided into four units, each centered around a theme which is familiar and interesting to the child.

Unit 1: The Classroom concentrates on the child as an individual and as a member of the school community.
Unit 2: The Neighborhood moves out to the family and its immediate neighborhood, highlighting the construction of a home.
Unit 3: The Country uses a school picnic to show the plants and animals of the countryside, highlighting a farm and the sources of foods.
Unit 4: The City presents the various stores, services and occupations, highlighting broad community interdependence.

*** Copies which have been donated by companies.

Each unit contains a colorful 24" x 72" stand-up mural, three storybooks, four picture books without words, and sixty-eight activity cards.

GK 47 - Best Word Program Ever
(Western Publishing Company, Inc.)

A set of very large (22" x 36 7/8"), full color picture boards designed to complement and extend the program in language arts, reading readiness, and concept development. Each picture board is a self-contained teaching unit with teaching notes, activity and discussion suggestions, plus a complete word list on the back of the board.

At the Supermarket	In the City
In the Kitchen	Farmer Bear's Farm
The Bear Twins Get Dressed	Cars and Trucks
The Rabbit Family's House	Boats and Ships
Spring, Summer	Trains
Fall, Winter	At the Airport

12 picture boards

GK 53 - Our Working World: Families at Work Kit
(Science Research Associates)

Activity Book; textbook; teacher's resource unit

GK 54 - Our Working World: Neighbors at Work Kit
(Science Research Associates)

Activity book; textbook; teacher's resource unit

GK 55 - Our Working World: Cities at Work Kit
(Science Research Associates)

Activity book, textbook, teacher's activity book, teacher's resource unit

"Our Working World" is a social studies program for primary grades. Designed to provide the young student with a realistic understanding of his world by involving him in a wide variety of activities. The program develops important concepts in sociology, anthropology, history, economics, geography, and political science. Problem solving and decision making are stressed as skills needed to get along in our modern world. Starting with families in grade 1, the program expands to neighborhoods in grade 2 and to cities in grade 3.

GK 56 - SRA Language Development Kit
(Science Research Associates)

Designed to encourage self-expression, to provide materials for continuing vocabulary and concept development, and to introduce reading as a record of spoken language. Brightly colored Language Builder storyboards illustrate everyday community and family situations for students to discuss. These storyboards not only spark conversations, but familiarize students with situations they must cope with.

96 Language Builder storyboards (77 in color, 19 in black-and-white photographs), pads of dialogue paper, adhesive putty, marker pen, Teacher's Handbook.

V I S U A L S

Primary

Transparencies

TR 3 - People Who Help Our Community
(Educational Reading Service)

Transparencies that show the work of all basic community helpers, i.e. teachers, nurses, Etc.

Study Prints (without records or cassettes)

SP 1 - Hospital Helpers
(Society for Visual Education)

Surgical Group Operating	Preparing Patient for X-ray
Ambulance Helpers	Nurse and Aide
Reception Desk Helpers	Dietitians Check Food Trays
Doctor Examining Patient	Physical Therapist

8 pictures

SP 2 - Postal Helpers
(Society for Visual Education)

Serving Customers	Delivering Mail
Mailbox Pickup	Loading Relay Trucks
Cancelling Stamps	Highway Post Office Truck
Sorting Mail	Loading Mail at Airport

8 pictures

SP 3 - Dairy Helpers
(Society for Visual Education)

Farm Boy at Work	Milk Processing
Using Milk Equipment	Milk Bottling
Checking Milkhouse	Warehouseman Loading Truck
Milk Tank Truck	Home Delivery Man

8 pictures

SP 4 - A Family At Work and Play
(Society for Visual Education)

Family Visits the Zoo	Mother Works in an Office
Family Activities at Home	Father Works in Printing Plants
Leaving for School	Fun on a Playground
Family Shopping for Shoes	Family Responsibilities in the Home

8 pictures

SP 5 - School Friends and Helpers
(Society for Visual Education)

Teacher in the Classroom	Hearing Tester
Teacher on the Playground	Custodians
The Principal and Her Helpers	Cafeteria Helpers
School Librarian	School Bus Driver

8 pictures

SP 6 - Neighborhood Friends and Helpers
(Society for Visual Education)

Neighborhood Librarians	Beauty Salon Operators
Delicatessen Helpers	Parking Lot Attendant
Coin-Op Laundry Users	Gas Station Attendant
Shoe Repair Helpers	Dentist and Dental Assistant

8 pictures

SP 11 - Supermarket Helpers
(Society for Visual Education)

Stocking Shelves	Preparing Meat
Packaging Produce	Customer Service
Serving Produce Customer	Checking Out an Order
Store Dairy Manager	Unloading Products

8 pictures

SP 13 - People In the Neighborhood
(The Child's World)

These fold-outs picture in detail the occupations of various people in the child's everyday environment such as the policeman, fireman, health helpers, grocery helpers, school helpers and people who help with recreation facilities.

SP 14 - Animals That Help Us
(The Child's World)

Children will be surprised to learn of the many products that cows, hens, pigs, beef cattle, bees and sheep give us.

SP 15 - Pets
(The Child's World)

Pictured in this group of fold-outs are the favorite pets of children, farm pets, pond pets, wild pets, circus pets and the people who care for pets.

SP 16 - People Who Come to My House
(The Child's World)

In this series of fold-outs the child learns about the various occupations of people who visit his home: the telephone repair man, plumber, mail man, sanitation worker, paper boy and milk man.

SP 17 - Moods and Emotions
(The Child's World)

Pictures children expressing feelings of love, joy, anger, frustration, compassion, sadness, thoughtfulness and loneliness.

16 mm FILMS

Primary

F 23 - The Doctor
(Encyclopedia Britannica)

This film shows a doctor taking care of children in his office, at a hospital clinic, and in the home of a patient who has measles. Within this framework, the film dramatizes the number of years it takes to become a doctor and introduces the roles of many medical specialists: Interns, laboratory technicians, surgeons, anesthesiologists, pediatricians and researchers.

17 minutes

F 24 - The Food Store
(Encyclopedia Britannica)

Describes the work of the clerks, butcher, and cashier.

13 minutes

F 30 - The Mailman
(Encyclopedia Britannica)

The varied responsibilities of mailmen (city and rural carriers) are shown. The film gives understanding of the vast transportation network required for efficient postal services and the ways in which these services affect our daily lives.

11 minutes

F 31 - The Fireman
(Encyclopedia Britannica)

Dramatizes the work of a company of firemen--practicing fire fighting, keeping equipment in perfect condition--prepared for all emergencies.

PROFESSIONAL REFERENCE BOOKS AND SUBSCRIPTIONS

(For Teachers)

Primary

GR 8 - Preventing Failure in the Primary Grades
(Science Research Associates)

A detailed catch-up program for the child who is seriously behind in language, reading, and arithmetic skills. The program consists of carefully planned segments of learning and prescriptions for teaching.

CAPTIONED FILMSTRIPS

Intermediate

SELF CONCEPT DEVELOPMENT

CFS 24 - Leading American Negroes
(Society for Visual Education)

Compelling biographies depict significant contributions of American Negroes to American culture. Each carefully researched biography relates personal achievements to the growth of our nation.

Mary McLeod Bethune	Robert Smalls
George Washington Carver	Frederick A. Douglass
Benjamin Banneker	Harriet Tubman

6 filmstrips, 3 cassettes, 6 guides, filmstrip word games (Set of 6)

WORLD OF WORK INFORMATION

CFS 2 - Foundations for Occupational Planning
(Society for Visual Education)

Series of filmstrips that help students evaluate individual characteristics and relate them to the world of work. They help them answer the following questions:

Who Are You?	What Are Job Families?
What Do You Like to Do?	What Good is School?
What Is a Job?	

5 filmstrips

CFS 4 - Career Opportunities -- Sets I and II
CFS 5 (Popular Science)

Set I
Touches new developments in technological, social, and governmental fields, detailing specific job requirements. Job requirements are pictured in detail, and the problems of aptitude and interest are discussed. Student learns

how to assess, clarify, and relate interests to his life's work. Teaches young people to think realistically about job opportunities in a changing world. Prospects and job qualifications for various kinds of work are surveyed and methods of investigation taught.

New Career Opportunities	Career Planning in A Changing World
Your Life Work	How to Study Occupations
Interests Pay Off	

5 filmstrips

Set II

Defines automation. Discusses career opportunities in the math field. Job descriptions, salaries and training requirements of various jobs are discussed. Advantages and disadvantages of working for oneself are evaluated. Explores many science-related occupations and presents their educational requirements.

Automation	Salaried Worker or Self-Employed?
Jobs in Mathematics	Careers in Science

4 filmstrips

CFS 7 - Job Finding -- Sets I and II
CFS 8 (Educational Reading Service)

Set I

Difficulties and dangers of temporary employment are outlined and the benefits of planning ahead are stressed. Student learns to describe his assets and accomplishments in the forming of an effective resume. How, where and when to look for work is discussed. Various job areas are examined and the requirements of each outlined. Helps define the qualities, both professional and social, that typify successful citizens. Helps new applicants understand the many ways they can get a job, as well as indicating sources of job information.

So You Want a Summer Job	Where Will You Live & Work?
How to Get a Job and Keep It	How to Find a Job for Yourself
When to Go to Work	

5 filmstrips

Set II

Tells of service job opportunities in a variety of occupations in federal, state, and local civil service. Discusses technical aptitudes related to career opportunities and the personal skills needed for success. Vocational subjects are examined specifically and their relationship to the world of work is fully explained.

Civil Service Jobs
Skills That Pay Off
What Vocational Studies Can Do For You

3 filmstrips

S O U N D F I L M S T R I P S

Intermediate

SELF CONCEPT DEVELOPMENT

FS/C 87 - Me, Myself, and I
(Eye Gate)

A simple, elementary course which presents the basic principles of psychology. This program meets a vital need as it gives support to psychologists, counselors, and teachers interested in preventive guidance.

Who Am I?	How Can I Improve Myself?
Why Do My Feelings Change?	What About Other People?
What Can I Do About It?	Where Do We Go From Here?

6 color filmstrips, 3 cassette Teach-A-Tapes and teacher's manual

WORLD OF WORK INFORMATION

FS/R/C 2 - Wonderful World of Work Series
(Edu-Craft, Incorporated)

These filmstrips place the "horse" of occupational interest squarely before the "cart" of academic learning...because it provides youngsters with vital vocational-academic information at a much earlier age. This "mix" between vocational and academic learning is most important; because, today even the most professional of occupations are heavily weighted toward hand-directed skills. This WOW Program will tend to: a) Establish the direction of students' interests before they reach high school; b) Create academic self-motivation in support of these interests; c) Lead them on to more readily accept the acquisition of needed skills.

FS/R/C 2	"What Else Do Fathers Do?"
Vol. a	"Just What Do Mothers Do?"

FS/R/C 2 "It's In Your Hands"
Vol. b

FS/R/C 2 "The Electrical Workers"
Vol. c "The Gas and Oil Workers"
"The Telephone Workers"

FS/R/C 2 "Getting the Goods to Users"
Vol. d "A Matter of Business"

FS/R/C 2 "It's the Growing Thing"
Vol. e "...At Your Service"
"Raw Steel to Rolling Wheels"

FS/R/C 2 "Food...Shelter...Clothing"
Vol. f "Helping the Healing Hands"

FS/C 91 - My Mother Has A Job
(Eye Gate)

What child has not wondered what type of work his mother performs outside of the home? These filmstrips will enlighten him as to job functions and surroundings of various professions in which many women engage today.

The Advertising Agency Executive	The Teacher
The Retail Clerk	The Factory Worker
The Nurse	The Commercial Artist

6 color filmstrips, 6 cassette Teach-A-Tapes, teacher's manual

FS/C 92 - Why Do We ?
(Eye Gate)

This set will introduce to the student a variety of concepts of why man behaves as he does. The concepts selected all deal with man's physical habits. The child is introduced to the real reasons why man does these things rather than the oversimplified social reasons--i.e., we wear clothes to protect us from the environment, not because everyone else does.

Work and Play	Have Homes	Feel
Have Rules	Grow	Die

6 color filmstrips, 3 cassette Teach-A-Tapes

FS/R/C 93 - Dollars and Sense
(Educational Reading Service)

A set of materials that will help teach career education in the math curriculum. Titles include:

How Money Goes Round & Round	How Taxes Work
Different Kinds of Money	How Money Is Made
How Budgets Work	How We Borrow Money

6 filmstrips, 6 records, 6 cassettes

FS/C 101 - Working in U.S. Communities -- Sets I and II
FS/C 102 (Society for Visual Education)

Eight different locations in the U.S. are selected to illustrate leading forms of economic activity. The series stresses people and their needs while showing how businessmen satisfy these needs, how history and geography of location affect business, and who profits by business activities of each community discussed.

Set I

Old Sturbride and Mystic Seaport: Historic Communities
Douglas, Wyoming: Ranch Community
Rockland, Maine: Coastal Community
Flagstaff, Arizona: Service Community

4 filmstrips, 2 cassettes, word games

Set II

New Orleans: Marketing Community
San Francisco: Financial Community
Detroit: Manufacturing Community
Chicago: Transportation Community

4 filmstrips, 2 cassettes, word games

T A P E S - C A S S E T T E S

Intermediate

SELF CONCEPT DEVELOPMENT

TC 7 - Women of Destiny Series
(Educational Reading Service)

#1	Clara Barton	#5	Helen Keller
#2	Elizabeth Blackwell	#6	Juliette Low
#3	Madame Curie	#7	Florence Nightengale
#4	Amelia Earhart	#8	Betsy Ross

8 cassettes in series

G U I D A N C E K I T S A N D B O O K S E T S

Intermediate

SELF CONCEPT DEVELOPMENT

GK 9 - Social Science Laboratory Units
(Science Research Associates)

Program that deals with the dynamics of human relations. The classroom becomes a laboratory where pupils explore the causes and effects of human behavior. They read, listen to, and role-play samples of behavioral interaction. They describe what happened, make inferences about the causes, and then make value judgments. Was this behavior a good or a bad thing? Next, they examine the basis of their values. Value inquiry thus helps the pupil understand his own behavior and that of people whose behavior is different from his.

Set includes resource book, project books, student records, teacher's guide, and teacher training materials.

***GK 30 - Open Door Books
(Children's Press)

#1 A Long Time Growing
#2 Curse Not the Darkness
#3 In the Face of the Sun
#4 Look to the Light Side
#5 Son of this Land
#6 Don't Stop Me Now
#7 Meigs Tower
#8 Iron Man
#9 My Tribe
#10 Hey, Taxi!
#11 El Rancho De Muchachos
#12 So Many Detours
#13 The Lord is My Shepherd
#14 I Reached for the Sky
#15 Great Spirit

*** Copies of materials which companies have donated.

#16 - A Foot in Two Worlds
#17 - Enterprise
#18 - A World of Books
#19 - Whatever You Can't Have
#20 - Mission Impossible
#21 - People Are My Profession
#22 - Nobody Promised Me
#23 - New Fields
#24 - Someday I'm Going to Be Somebody
#25 - You're on the Air
#26 - On My Own
#27 - Call It Fate
#28 - Written on Film
#29 - No Hablo Inglés
#30 - Speaking Out
#31 - What I'm About Is People
#32 - Where There's Smoke
#33 - West Side Cop
#34 - Run for Your Life
#35 - The Road From West Virginia
#36 - Up From El Paso

WORLD OF WORK INFORMATION

GK 16 - Junior Guidance Series
(Science Research Associates)

These illustrated booklets provide education, vocational, personal, and social guidance for the junior high school student. Each booklet is forty pages in length.

About Brothers & Sisters
About Tests
All About You
Exploring the World of Jobs
Getting Along with Parents
High School Ahead
How to Get Along With Others
How to Talk Better
The Job in Your Future
Make Your Study Hours Count
What You Should Know About Smoking and Drinking
You Are Maturing Now
You Can Read Better
Your Abilities
Your Problems: How to Handle Them

15 books

GK 19 - Job Experience Kits
(Science Research Associates)

The Job Experience Kits are a collection of work-simulation

experiences in twenty representative occupations. Each kit is designed to give students an opportunity to successfully solve problems typical of a particular occupation. The problem-solving approach exposes the student to the real activities he will find on the job; actual occupational tools are included where appropriate and feasible.

GK 20 - Widening Occupational Roles Kit
(Science Research Associates)

Gives each student an opportunity to explore for himself the complex areas of career opportunity. The kit is designed to help the student expand his knowledge of the world of work, to recognize families of related jobs, to develop a deeper understanding of his own abilities and interests, and to learn about the type and extent of education needed to prepare adequately for various occupations.

Kit includes Junior Occupational Briefs, Junior Guidance booklets, student workbooks, teacher's manual, and color filmstrips. (Foundations for Occupational Planning included.)

GK 25 - Career Games Laboratory
(Educational Progress Corporation)

Career Games is a sophisticated tool which launches the player on an extensive career search. The Career Game emphasizes involvement, decision making, and self-concept building.
Career Games is usually used with the Career Development Laboratory, as they are designed to work together.

Kit includes cards of various information, score pad, filmstrip, tape, cassette, and teacher's guide.

GK 26 - Career Development Laboratory
(Educational Progress Corporation)

The Laboratory can be used in grades 5 through 13. Sixty per cent of the taped interviews cover professional careers and the remainder include nonprofessional and technical occupations. The interviews sharpen student interest in the meaning and relevance of education and broaden student awareness of career and occupational options.
The Laboratory is usually used with the Career Games, as they are designed to work together.

Box A

Cassette 1 -- Electrician:Dentist
Cassette 2 -- Fashion Model:Actor
Cassette 3 -- Stewardess:Buyer
Cassette 4 -- Policewoman:Dental Hygienist
Cassette 5 -- Computer Programmer:Veterinarian
Cassette 6 -- Account Executive:Radio Broadcaster
Cassette 7 -- Business Consultant:Salesman
Cassette 8 -- Minister:Personnel Counselor
Cassette 9 -- Research Scientist:Pharmacist
Cassette 10 - High School Teacher:Technical Writer

Box B

Cassette 11 -- Court Reporter:Telephone Operator
Cassette 12 -- Physician:Dietician
Cassette 13 -- Medical Technologist:Physical Therapist
Cassette 14 -- Commercial Pilot:Professor
Cassette 15 -- Banker:Cost Analyst
Cassette 16 -- Editor:Librarian
Cassette 17 -- Commercial Artist:Theatrical Agent
Cassette 18 -- Secretary:Social Worker
Cassette 19 -- Park Director:Reporter
Cassette 20 -- Cosmetologist:Nurse

Box C

Cassette 21 -- Forester:Military Personnel
Cassette 22 -- Lawyer:Architect
Cassette 23 -- Waiter/Restaurant Manager:Stockbroker
Cassette 24 -- Electronic Assembler:Auto Mechanic
Cassette 25 -- Record Producer:Photographer
Cassette 26 -- Teaching Assistant:Tool & Die Maker
Cassette 27 -- Golf Professional:Fireman
Cassette 28 -- Accountant:Insurance Salesman
Cassette 29 -- Civil Engineer:Electronic Technician
Cassette 30 -- Realtor:Driver/Salesman

GK 32 - People of Destiny Book Series
(Children's Press)

#1 Louis Armstrong--Music
#2 Babe Ruth--Sports
#3 Leonard Bernstein--Music
#4 Henry Ford--Inventions
#5 Robert Frost--Poetry
#6 Ernest Hemingway--Literature
#7 Helen Keller--Handicaps
#8 Charles Lindberg--Aviation
#9 Will Rogers--Entertainment
#10 Frank Lloyd Wright--Architecture

GK 33 - Exploring the World Series
(Children's Press)

#1 Exploring the World of Archaelogy
#2 Exploring the World of Oceanography
#3 Exploring the World of Pottery

GK 34 - Related SRA Books
(Science Research Associates)

#1 Giants in the Sky
#2 Discovery Aerospace
#3 Digging for Dinosaurs
#4 We Live in the City
#5 You and Transportation
#6 Workers Long Ago
#7 Good Times on Boats
#8 Good Times With Maps

GK 52 - How To Study
(Science Research Associates)

How to Study is an activity text for individual or class use. It is designed to help students whose study habits might be improved. It will acquaint them with study skills and habits that can improve the quality and efficiency of their work.

GK 58 - What I Like to Do
(Science Research Associates)

Easy-to-use interest inventory of youngster's preferences in art, music, social studies, active play, quiet play, manual arts, home arts, and science. Provides insights helpful in teaching.

V I S U A L S

Intermediate

Display Photo

SELF CONCEPT DEVELOPMENT

DP 1 - Modern Negro Contributors (with word game)
(Society for Visual Education)

Attractive portfolios of pictorial Negro history exhibit material. Portfolio contains 24 two-color, plastic coated prints (11" x 14") with short biographical sketches of the subjects. An effective way for teachers to integrate contributions of Afro-Americans into traditional studies of social science, these prints provide dramatic teaching tools and bulletin board material for all ages.

16 mm FILMS

Intermediate

SELF CONCEPT DEVELOPMENT

F 8 - Values: Understanding Others
(BFA Educational Media)

How can we learn to understand other people better? There are times when we are with someone who acts in a way we don't like. Should we expect him to change? There are some people we don't want to be with at all. Should we ignore them or try to make them go away? If you ask yourself, "How would I feel if I were he," would your attitude toward that person change? When we try to understand how others feel, we may also begin to care more about them.

8 1/4 minutes

F 9 - Values: Understanding Ourselves
(BFA Educational Media)

Ben doesn't like his freckles, Ricky thinks his teeth look too big, and Ted doesn't like his hair. Like all boys, once in a while they wish they could be someone else. At school they hear the story of Aladdin's magic lamp. On the way home that day, the boys find a very shiny hub cap. Could it be magic? If they rubbed it would their wishes come true? Would they really choose to be someome else if they could?

9 minutes

F 35 - The Lemonade Stand: What's Fair?
(Encyclopedia Britannica)

A "values" film that focuses on the meaning of commitment, obligations, and responsibility to others. In this true-to-life situation, three boys open a lemonade stand to make a little spending money. After an unsuccessful morning, business picks up in the afternoon, but one boy has gone

off to play baseball. His return late in the day leads to an argument about his share of the profits--and the film ends. What's fair? Classroom discussions should help young viewers make their own value judgment. The film also introduces some basic principles of economics, such as the investment of time and money the boys made to set up their stand.

14 minutes

F 36 - School Problems: Getting Along With Others
(Coronet Films)

This film emphasizes each persons responsibility in getting along with others. The film is to be stopped after each situation is presented so that the class can discuss what to do. Situations that are presented include: a knife throwing game on the playground, a girl who comes late every day, a game room worker, a pest who bothers his neighboring student, and a boy who copies spelling answers.

10 1/2 minutes

PROFESSIONAL REFERENCE BOOKS AND SUBSCRIPTIONS

Intermediate

***GR 24 - Everywhere We Go
(American Guidance Service)

This text presents stories which are fully geared to the interest and mental-physical development of fourth graders. The stories implement the non-directive approach to guidance and parallel most youngsters' outward course toward vigorous action and discovery learning. Pupils are led to discuss numerous aspects of their expanding experience as each child "reaches out after" the concepts that he is ready to perceive.

***GR 25 - The People Around Us
(American Guidance Service)

Presented completely in narrative, this text seeks to present various elements of a fifth grader's development and concern through stories about others. Exciting stories catch and hold interest as students learn about their own feelings and actions through the feelings and actions of young people much like themselves.

***GR 26 - Seeing Ourselves
(American Guidance Service)

This text is written in a balance of narrative and exposition. It seeks to build self-understanding, an appreciation of the learning process, and a basic grasp of human relations and moral and social values. A sixth grader's point of view is called upon to expand to meet new experiences.

*** Materials which have been donated by companies.

S O U N D - O N - S L I D E P R E S E N T A T I O N S

Intermediate

These sound on slide presentations are professionally made programs about industries in the local Sheboygan area. They require the use of the sound-on-slide projector from the Career Information Center.

S/S 1 - Power Sewing

This includes the clothing and shoe industries and encompasses the plants of Leverenz Shoes, Jung Shoes, Wigwam Mills, and Lakeland Manufacturing Company.

S/S 2 - Leverenz Shoe Company

This is a tour of the plants in Sheboygan and New Holstein with a view of key factory and office workers.

S/S 3 - Citizens Bank

This is a tour of the Sheboygan Citizens Bank facilities and services.

S/S 4 - Plastics Engineering

This is a tour of this local Sheboygan plant with key workers included.

V I D E O T A P E S

Intermediate

VT 1 - Telephone Company

VT 2 - Guidance Counselor and You Part 1

VT 5 - Public Service Occupations

VT 6 - Paper Industry

VT 7 - Machine Trades

VT 8 - Office Occupations

VT 9 - Exploring Health Occupations

VT 10 - Construction Trades

VT 11 - Food Service Occupations

VT 12 - Marine Construction

VT 13 - Transportation Occupations

VT 14 - Radio--Television

VT 15 - Conservation--Recreation

VT 17 - Agri-business Occupations

VT 18 - Petroleum Industry

VT 19 - Heavy Equip--Op.

VT 20 - Food Distribution

VT 22 - Data Processing

VT 23 - Hotel Occupations

VT 24 - Forestry

VT 25 - Graphic Arts

VT 26 - Cast Metal Occupations

VT 27 - Data People Things (Level IV)

VT 28 - Building Trades (Level VI) Vol. A

VT 29 - Building Trades (Level VI) Vol. B

VT 30 - Medical Technology (Level VI) Vol. A

VT 31 - Medical Technology (Level VI) Vol. B

VT 32 - Nursing Services (Level VI) Vol. A

C A P T I O N E D F I L M S T R I P S

Elementary

SELF CONCEPT DEVELOPMENT

CFS 27 - They Need Me
(Educational Reading Service)

A series of filmstrips which describe how we are needed by:

Friends	Brothers and Sisters
Mother and Father	Pets

4 filmstrips

CFS 28 - What Do You Think?
(Educational Reading Service)

A series of filmstrips dealing with the questions of What Do You Think About:

Tattling?	Promises?
Finders Keepers?	Helping Your Family?
Lying?	Helping Your Community?

6 filmstrips

CFS 29 - How Do You Feel?
(Educational Reading Service)

A series of filmstrips dealing with the questions of How Do You Feel About:

Your Community?	Your Home and Family?
School?	Other Children?
Animals & Plants?	Being Alone?

6 filmstrips

CFS 31 - Making Friends Series
(Bailey Film Associates)

Everyone wants to be a popular, likable human being--but what are desirable personality and behavior traits? This series, designed for group discussions, is a participation unit in personal guidance, with review frames and checklists to enable students to rate themselves at the conclusion of each filmstrip.

How Do You Rate At Home?
How Do You Rate At School?
How Do You Rate With Your Friends?

3 filmstrips

WORLD OF WORK INFORMATION

CFS 19 - Mothers Work, Too
(Educational Reading Service)

Tells the work of many mothers.

My mother works:
In A Bank
In An Office
In A Drug Store
At Home

My mother is a:
Waitress
Dental Assistant

6 filmstrips

CFS 20 - Fathers Work
(Educational Reading Service)

Tells the work of many fathers.

My dad works in a:
Supermarket
Shoe Store
Factory
Service Station

My dad is a:
Carpenter
Moving Man

6 filmstrips

S O U N D F I L M S T R I P S

Elementary

SELF CONCEPT DEVELOPMENT

FS/R/C 5 - Developing Basic Values
(Society for Visual Education)

Appealing artwork illustrates the development of moral and ethical values for daily living in this colorful filmstrip series. Young students learn to respect property and appreciate differences in people, so they become aware of their responsibilities towards both.

Respect for Property	Acceptance of Differences
Consideration for Others	Recognition of Responsibilities

4 filmstrips, 2 cassettes, 4 teachers' guides

FS/R/C 6 - Learning to Live Together -- Parts I and II
(Society for Visual Education)

Encourages students to understand and respect other people. Teaches that tolerance and understanding can lead to more wholesome friendships, how life can be more enjoyable by learning to live with others...and how family cooperation leads to a happier relationship.

Part I	Part II
Working Together in the Family	Getting Along with Family
Learning to Use Money Wisely	Chuck Learns About Sharing
Learning to Be Forgiving	Learning How to Be Liked
Learning to Be Unselfish	Learning to Make Friends
4 filmstrips, 2 cassettes, & teachers' guides	4 filmstrips, 2 cassettes & teachers' guides

FS/R/C 68 - Who Is a Leader?
(Educational Communications Distribution Co., Inc.)

Focuses on the problems that block the emotional growth of the young. After introducing the importance of leadership, the topics of racial, religious and ethnic prejudices, early juvenile delinquency, fabrication, and bullying are presented.

4 filmstrips, cassette, teachers' guide

FS/C 76 - Robert and His Family
(Society for Visual Education)

Full-color, on-site photography with story-type narration portrays the life of Robert Anderson, a primary grade black boy living in an urban community. Robert's story, told with humor and simplicity, helps promote racial understanding, develops desirable social understanding and attitudes.

Robert's Family At Home	Robert Goes Shopping
Robert's Family & Their Neighbors	Robert & Father Visit the Zoo

4 filmstrips, 2 cassettes, 4 guides, filmstrip word games.

FS/C 86 - Values
(Eye Gate)

This set is designed to assist the young learner in developing a standard of values. Each filmstrip will explore areas of social conflict. Both appropriate and inappropriate responses will be given without a judgment being made. The students can be asked to role play or discuss each problem and response, hence developing their own answers and formulating their own set of values.

Telling the Truth	Politeness
What is Stealing?	Responsibility
Kindness	Citizenship

6 filmstrips, 3 cassette Teach-A-Tapes

WORLD OF WORK INFORMATION

FS/R/C 3 - What Will I Be
(Education Communications Distribution Co., Inc.)

This series divides all careers up into the basic areas listed below and discusses the way all three areas are interwoven into many careers.

Introduction	Working With People
Working With Ideas	Working With Things

4 filmstrips, 2 records/cassettes, teacher's guide

FS/R/C 56 - Building Work Habits
(Mc Graw Hill)

Barrie Didn't Report	Eddie Wasn't There
Carol Had Problems	Sandy Got Stuck
Susie Went Hunting	Julie Was Lost

6 filmstrips, 3 records/cassettes

FS/C 90 - Where Does It Come From?
(Eye Gate)

This set is designed to give the student a vivid description of the fascinating story connected with the production, processing and delivery of each of the six products listed below. Each filmstrip will serve to stimulate the child's interest and curiosity about things common to his environment. Each product begins with its raw material, i.e., a cow eating grass, and proceeds through each step of production and processing of milk.

Milk	Bread	Meat
Water	Shoes	Books and Magazines

6 filmstrips, 3 cassettes

G U I D A N C E K I T S A N D B O O K S E T S

Elementary

***GR 1 - I Want to Be Series
(Children's Press)

#1 I Want to Be an Airline Hostess
#2 I Want to Be an Animal Doctor
#3 I Want to Be a Baker
#4 I Want to Be a Ballet Dancer
#5 I Want to Be a Baseball Player
#6 I Want to Be a Bus Driver
#7 I Want to Be a Carpenter
#8 I Want to Be a Coal Miner
#9 I Want to Be a Cowboy
#10 I Want to Be a Dairy Farmer
#11 I Want to Be a Dentist
#12 I Want to Be a Doctor
#13 I Want to Be a Farmer
#14 I Want to Be a Fireman
#15 I Want to Be a Fisherman
#16 I Want to Be a Homemaker
#17 I Want to Be a Librarian
#18 I Want to Be a Mechanic
#19 I Want to Be a Musician
#20 I Want to Be a News Reporter
#21 I Want to Be a Nurse
#22 I Want to Be an Orange Grower
#23 I Want to Be a Pilot
#24 I Want to Be a Policeman
#25 I Want to Be a Postman
#26 I Want to Be a Restaurant Owner
#27 I Want to Be a Road Builder
#28 I Want to Be a Scientist
#29 I Want to Be a Ship Captain
#30 I Want to Be a Space Pilot
#31 I Want to Be a Store Keeper
#32 I Want to Be a Teacher
#33 I Want to Be a Telephone Operator
#34 I Want to Be a Train Operator
#35 I Want to Be a Truck Driver

*** Copies of materials which companies have donated.

#36 I Want to Be a Zoo Keeper
#37 I Want to Be an Architect
#38 I Want to Be a Beauty Operator
#39 I Want to Be a Forester
#40 I Want to Be a Sales Clerk
#41 I Want to Be a Secretary
#42 I Want to Be a Taxi Driver

GK 12 - At the Series
(Children's Press)

#1 At the Airport
#2 At the Bakery
#3 At the Bank
#4 At the Dairy
#5 At the Library
#6 At the Pet Hospital
#7 At the Post Office
#8 At the Railroad Station
#9 At the Zoo

GK 13 - The True Book Series
(Children's Press)

#1 True Book of our Post Office and Its Helpers
#2 True Book of Pioneers
#3 True Book of Policemen and Firemen
#4 True Book of Rivers
#5 True Book of Schools
#6 True Book of Ships and Seaports
#7 True Book of Transportation
#8 True Book of Your Body and You
#9 True Book of Airports and Airplanes
#10 True Book of Automobiles
#11 True Book of The Circus
#12 True Book of Cloth
#13 True Book of Communication
#14 True Book of Conservation
#15 True Book of Cowboys
#16 True Book of Farm Animals
#17 True Book of Flight
#18 True Book of Houses
#19 True Book of Money
#20 True Book of Pets
#21 True Book of Space
#22 True Book of Tools for Building
#23 True Book of Toys At Work
#24 True Book of Travel by Land
#25 True Book of Travel by Water
#26 True Book of The Moonwalk Adventure

GK 31 - About Series
(Children's Press)

#1 About Apples From Orchard to Market
#2 About Canals
#3 About Cargo Ships
#4 About Clouds
#5 About The Engineer of a Train
#6 About Family Helpers
#7 About Firemen
#8 About Food and Where It Comes From
#9 About Friendly Helpers Around Town
#10 About Friendly Helpers for Health and Safety
#11 About Fruit
#12 About Helpers Who Work at Night
#13 About Helpful Helicopters
#14 About Jack's Dental Check-Up
#15 About Jerry and Jimmy and the Pharmacist
#16 About Miss Sue, the Nurse
#17 About News and How It Travels
#18 About Nuts
#19 About Paper
#20 About People Who Run Your City
#21 About the Pilot of a Plane
#22 About Policemen
#23 About Policemen Around the World
#24 About Roads
#25 About School Helpers
#26 About Things that Grow
#27 About Truck Farming
#28 About Our Weather

D O I T Y O U R S E L F F I L M S T R I P K I T S

Elementary

K 1 - "U" Film Kits
K 2 (Educational Progress Corporation)
K 3

Enables anyone to create his own filmstrip quickly, easily and without special equipment. "U" film can be used to add specific information to existing filmstrips and can be used for greater student involvement by having them create their own filmstrips. The "U" Film Kits consist of: 25' roll of "U" film, four different colored marker pens, twenty plastic storage cans, ten blank can labels, one QUICK SPLICE filmstrip splicer block and splicing tapes, and a complete applications manual.

16 mm FILMS

Elementary

SELF CONCEPT DEVELOPMENT

F 12 - People Are Different and Alike
(Coronet Films)

It's easy to see differences among people--how they look, where they live, what they own. But people are more alike in the important ways: they need friendship and love, food, and a place to live; they want to get an education; they want fun and happiness. The film shows vividly that people are more alike than different.

11 minutes

WORLD OF WORK INFORMATION

F 20 - Jobs in the City: Women at Work
(Centron Educational Films)

This film emphasizes the importance of women as workers and develops the concept of having a woman as a boss as well as the kinds of "new roles" women are playing in what have been traditionally men's jobs. Careers described include: Key punch operators, pilots, auto parts store, and many others.

10 1/2 minutes

F 22 - Building a House
(Encyclopedia Britannica)

Children have the opportunity to see the main stages in building a house--beginning with the surveyor--and to observe the various skills of the workmen.

12 minutes

F 25 - Bread
(Encyclopedia Britannica)

The story of bread--from the grain fields, to food on the table. Shows wheat being harvested and stored in grain elevators; grain being ground into flour; and finally, a trip through a bakery shows the process of making bread.

11 minutes

F 26 - Cloth--Fiber to Fabric
(Encyclopedia Britannica)

Illustrates how fibers are produced, spun into threads, and woven into fabric. The film shows the processing of natural fibers and the production of synthetic fibers. Power looms with rapidly moving shuttles or knitting machines make the thread into cloth.

15 minutes

F 27 - Why Fathers Work
(Encyclopedia Britannica)

An easy-to-understand concept of the economic functions of the family as a community unit. They learn that as a structural ironworker, he performs only one of the many tasks involved in building a skyscraper, which underscores the fact that it takes many, many people to provide goods and services in the city. Mr. Kimball's work also helps his family. With the money he earns, he can buy necessities, and sometimes presents.

14 minutes

F 28 - Our Community Services
(Encyclopedia Britannica)

Young Harold is hit by a motorcycle. This dramatic opening quickly introduces two public services--the police and fire departments. Following events illustrate many other services--both public and private--and point up the differences between them. Individuals choose their private services, such as dairies and stores, and pay for what they get.

12 minutes

F 29 - The Mayor
(Encyclopedia Britannica)

Describes the duties of the mayor of a typical community. Explains that he, as a public servant elected by the people, is responsible for the smooth operation of every city department and for making the city a better place in which to live.

12 1/2 minutes

F 32 - The Hospital
(Encyclopedia Britannica)

Shows that the modern hospital is equipped to function as "a small city within a city." It presents the operations of the hospital in a reassuring manner, as its staff administers to the needs of the patients.

13 minutes

F 33 - The Truck Driver
(Encyclopedia Britannica)

Follows a long-distance truck driver from the time he reports for work in Chicago until he arrives with his load of freight in Sandusky, Ohio.

16 minutes

F 34 - An Airplane Trip By Jet
(Encyclopedia Britannica)

Tells the story of a transcontinental jet flight, showing personnel in the airport assisting passengers, while the ground and flight crews service the plane.

11 minutes

P R O F E S S I O N A L R E F E R E N C E B O O K S

A N D S U B S C R I P T I O N S

Elementary

GR 9 - "Occupational Information In the Elementary School"

GR 21 - "Vocational Development in the Elementary School"

GR 32 - "World of Work: Occupational-Vocational Guidance in the Elementary Grades"

GR 34 - "Workshop On the Role of the Principal" (In the Planning and Implementation of A Developmental Program of Vocational Education)

GR 39 - "Role-Playing Methods in the Classroom"

GR 43 - "Games For Growth"

GR 47 - "Vocational Guidance and Career Development"

Pamphlets

"Assisting Vocational Development in the Elementary School"

"The Parent's Role In Career Development"

"The Teacher's Role in Career Development"

C A P T I O N E D F I L M S T R I P S

Junior High

CFS 2 - Foundations for Occupational Planning
(Popular Science)

Series of filmstrips that help students evaluate individual characteristics and relate them to the world of work. They help them answer the following questions: Who are you? What do you like to do? What is a job? What are Job families? What good is school?

5 filmstrips

CFS 4 - Career Opportunities -- Parts I and II
CFS 5 (Popular Science)

Some fields in which new career opportunities exist are highlighted. Emphasizes planning for one's life work through an understanding of work and its economic, emotional and social importance to the individual. Interests along with aptitudes and abilities, characterizes the successful person. Shows how work requirements and opportunities change with social and technological changes. Study of the world of work leads to more intelligent choice in vocational planning. Defines automation. Shows that the field of mathematics offers unlimited career opportunities. Self-employment is presented as an area of vocational choice. Shows that science and technology have changed our lives in many ways.

Part I
New Career Opportunities
Your Life of Work
Interests Pay Off
Career Planning in a Changing World
How to Study Occupations

Part II
Automation
Jobs in Mathematics
Salaried Worker or Self-Employed
Careers in Science

9 filmstrips

S O U N D F I L M S T R I P S

Junior High

FS/R/C 20 - ABC's of Getting and Keeping a Job
(Eye Gate)

Series of films which can be used in conjunction with such subjects as vocational guidance, basic adult education, and social studies.

The ABC's of Getting and Keeping a Job
Preparing for the Job You Want
Applying for the Job You Want
On the Job
Budgeting Your Money
Labor Unions
Health Rules to Follow
Quizstrip

8 color filmstrips, teacher's manual

FS/C 26 - Your First Year in High School
(Guidance Associates)

Part I gives practical hints on settling quickly into the new routine, organizing time, developing study skills and habits, and selecting and participating in extra-curricular activities. Part II introduces a guidance counselor who helps students consider criteria for planning high school work.

2 filmstrips

FS/C 64 - Job Attitudes: Why Work at All?
(Guidance Associates)

Three young people discuss and debate their own feelings about job "satisfaction," material rewards, and the relationship of work to personal growth and development. Emphasizes each youngster's personal work experiences.

1 filmstrip, cassette

FS/C 75 - Getting to Know Me
(Eye Gate)

Provides the adolescent with an insight into himself and will enable him to cope with his day-to-day living.

Adolescent--"Know Thyself"	Emotional Development
Physical Development	Social Development
Mental Development	How to Adjust

6 filmstrips, cassettes, teacher's manual

T A P E S - C A S S E T T E S

Junior High

SEE SECONDARY

Pages 102 - 106

G U I D A N C E K I T S A N D B O O K S E T S

Junior High

GK 15 - Junior Sextant Series
(Sextant)

A series of job descriptions which also give recommended high school courses.

GK 16 - Junior Guidance Series Booklets
(Science Research Associates)

These illustrated booklets provide educational, vocational, personal, and social guidance for the junior high school student.

#1 About Brothers and Sisters
#2 About Tests
#3 All About You
#4 Exploring the World of Jobs
#5 Getting Along with Parents
#6 High School Ahead
#7 How to Get Along With Others
#8 How to Talk Better
#9 The Job in Your Future
#10 Make Your Study Hours Count
#11 What You Should Know About Smoking & Drinking
#12 You Are Maturing Now
#13 You Can Read Better
#14 Your Abilities
#15 Your Problems: How to Handle Them

GK 20 - Widening Occupational Roles Kit
(Science Research Associates)

The kit is designed to help the student expand his knowledge of the world of work, to recognize families of related jobs, to develop a deeper understanding of his own abilities and interests, and to learn about the type and extent of education needed to prepare adequately for various occupations.

Junior Occupational Briefs, Junior Guidance Booklets, Student Workbooks, Teacher's manual, color filmstrips

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GK 23 - Junior Sextant Series
(Sextant)

"Career Preparation Through Effective High School Program Planning" (Book)

Career preparation through effective high school program planning. Used by eighth graders to plan for high school. Information about jobs and how high school courses relate to job preparation.

***
GK 30 - Open Door Book Series
(Children's Press)

Booklets about minority individuals whom have succeeded in spite of difficult problems--poverty, different culture, color, Etc.

#1 A Long Time Growing
#2 Curse Not the Darkness
#3 In the Face of the Sun
#4 Look to the Light Side
#5 Son of this Land
#6 Don't Stop Me Now
#7 Meigs Tower
#8 Iron Man
#9 My Tribe
#10 Hey, Taxi!
#11 El Rancho De Muchachos
#12 So Many Detours
#13 The Lord is My Shepherd
#14 I Reached for the Sky
#15 Great Spirit
#16 A Foot In Two Worlds
#17 Enterprise
#18 A World of Books
#19 Whatever You Can't Have
#20 Mission Impossible
#21 People Are My Profession
#22 Nobody Promised Me
#23 New Fields
#24 Someday I'm Going to Be Somebody
#25 You're On the Air

*** Materials which have been donated by companies

#26 On My Own
#27 Call It Fate
#28 Written on Film
#29 No Hablo Inglès
#30 Speaking Out
#31 What I'm About Is People
#32 Where There's Smoke
#33 West Side Cop
#34 Run for Your Life
#35 The Road from West Virginia
#36 Up From El Paso

16 mm FILMS

Junior High

SEE SECONDARY

Pages 119, 120

PROFESSIONAL REFERENCE BOOKS AND SUBSCRIPTIONS

Junior High

GK 24 - What Does Series

#1 What Does a Secret Service Agent Do?
#2 What Does a Coast Guardsman Do?
#3 What Does An Airline Crew Do?

GK 29 - Aim High Vocational Series
(Richard Rosens Press)

#1 Automotive Service

GK 43 - You Can Work Series

#1 You Can Work in the Communications Industry
#2 You Can Work in the Education Services
#3 You Can Work in the Health Services
#4 You Can Work in the Transportation Industry

CAPTIONED FILMSTRIPS

Senior High

CFS 9 - Nursing as a Career
(Bailey Film Associates)

This series of filmstrips examines the qualifications, preparation and required education, duties and responsibilities of the following nursing careers: Registered Nurse, Licensed Practical Nurse, Nursing Assistant and Dental Hygienist.

5 filmstrips

SOUND FILMSTRIPS

Senior High

FS/C 29 - Jobs for High School Students
(Guidance Associates)

Provides advice on locating good jobs by relating specific jobs to student objectives. Distinguishes between jobs that provide special experience for subsequent employment and those that offer pocket money or good wages only.

FS/C 35 - Your Job Interview
(Guidance Associates)

Shows how employers use the job interview to evaluate applicants. Answers questions about fringe benefits, job functions, holiday and vacation pay policies, "union" and "open" shops, working conditions, overtime policies.

FS/C 43 - I Wish I'd Known that Before I Went to College
(Guidance Associates)

Students are confronted with the realities of college life as opposed to common misconceptions. Through case histories, students are prepared to deal with post-orientation week let down; feeling of social and academic inadequacy, roommate problems, fraternities, Etc.

FS/C 94 - A New Horizon: Careers in School Food Service
(Guidance Associates)

Program explores educational requirements, professional opportunities available. Portrays the School Food Director in relations with staff, administration, parents and students.

FS/C 95 - A New Look at Home Economics Careers
(Guidance Associates)

Home economists explore their roles. Program high-

lights design, nutrition, family living, consumer economics in the college curriculum.

FS/C 96 - Job Attitudes: Trouble at Work
(Guidance Associates)

Program goes straight to the heart of typical kinds of on-the-job conflicts: the apprentice mechanic, impatient with menial chores, and the master mechanic; the hospital worker, with family responsibilities, and the supervisor who can't tolerate excessive absences; the sales girl who makes too many mistakes, and the supervisor whose demanding tone discourages questions; the filling station attendant, content with his job, and his ambitious pal, about to take a bank trainee exam.

FS/C 97 - Job Attitudes: Liking Your Job and Your Life
(Guidance Associates)

Students meet four skilled workers who speak directly and spontaneously about their work and life styles: a black construction worker, a factory worker, a Spanish-American community worker, and a self-employed T.V. and radio repairman.

T A P E S - C A S S E T T E S

Senior High

SEE SECONDARY

Pages 102 - 106

G U I D A N C E K I T S A N D B O O K S E T S

Senior High

GK 22 - Senior Sextant Series for Exploring Your Future*** (Sextant)

#1 Agriculture
#2 Air Transportation
#3 Banking
#4 Hospitals
#5 Insurance
#6 Manufacturing Salaried
#7 Manufacturing Wage
#8 Merchandising
#9 Motor Transportation
#10 Professions
#11 Protective Agencies
#12 Manual

GK 35 - New Rochester Occupational Reading Series (Science Research Associates)

The Rochester Occupational Reading Series provides both reading instruction and information about the world of work. Mature in content but scaled as low as second grade reading ability, the series emphasizes, in story form, the attitudes and skills that lead to success on the job and in society.

Textbook, set of Exercise Books, Teacher's guide for each level.

*** Materials which have been donated by companies.

16 mm FILMS

Senior High

F 6 - Jobs and Their Environment
(Mc Graw Hill)

About a girl just starting on a job as a sales girl in a department store. She learns how to function on the job and be successful.

F 7 - Jobs for Men: Where Am I Going?
(Mc Graw Hill)

A young man out of school with no skills and a low-paying job goes looking for a job that suits him better.

F 10 - Jobs in the World of Work: A Good Place to Be
(Mc Graw Hill)

An introductory film to the world of work. Interviews of people that are working in various occupations. They talk about their likes and dislikes. It gives the attitudes of different people toward work.

F 14 - Your Job: Good Work Habits
(Coronet Films)

An interview with two high school graduates on their first full-time jobs helps us recognize work of good quality, done with safety and satisfaction. Good work habits, such as working steadily, concentrating and planning ahead, can lead to a promotion.

Color. 13 1/2 minutes

F 15 - Your Job: Getting Ahead
(Coronet Films)

Experienced workers, interviewed at their jobs, give tips on getting ahead--tips that we see applied by a young man entering on a career as a newspaperman. Questions about changing jobs, recognizing dead-end jobs, picking areas for advancement and planning for

additional education are answered frankly and sincerely.

Color. 16 minutes

F 16 - Your Job: Applying For It
(Coronet Films)

Interviews with workers of varying ages and education show that the way to apply for a job and get it is by following a planned procedure which includes getting enough good leads, sticking with it, selling yourself and making the most of what you've got.

Color. 13 1/2 minutes

F 17 - Your Job: You and Your Boss
(Coronet Films)

The relationship between worker and boss is seen from both points of view. Interviews with supervisors and employees at their jobs answer many of the important questions faced by young people regarding dependability, familiarity and authority. Bosses and employees tell the qualities they expect from each other.

Color. 16 minutes

F 18 - Your Job: Fitting In
(Coronet Films)

After witnessing the actions of an employee who is fired for doing "too little" and the actions of an employee who is fired for trying to do "too much," the viewer is challenged to decide how he would respond to each situation.

Color. 16 minutes

P R O F E S S I O N A L R E F E R E N C E B O O K S

A N D S U B S C R I P T I O N S

Senior High

CB 1 - "Basic Metal Working Technology"

CB 2 - "Computers: The Machines We Think With"

CB 3 - "Your Future in Civil Engineering"

CB 4 - "Chiropractic: A Modern Way to Health"

GR 27 - "Planning My Future" (and teacher's guide)

CAPTIONED FILMSTRIPS

Secondary

CFS 3 - Are You Looking Ahead?
(Eye Gate)

This series of ten captioned filmstrips presents a preview of some of the interesting job opportunities available to high school students. No attempt is made to teach the vocations. Instead, emphasis is on the qualifications needed to get and to hold a job.

How About Being an Electronics Assembler?
Would You Like to Sell?
Want to Work in a Laundry?
Do You Like Flowers?
Would You Like Hospital Work?
Do You Love Animals?
How About Office Work?
Do You Like Sports?
How About Being a Key Punch Operator?
Would You Like to be a Cashier?

10 filmstrips, teacher's manual

CFS 6 - Career Planning and Vocational Guidance
(Popular Science)

Shows that we not only need work, but must prepare for it effectively in order to lead happy lives. Presents a point of view from which to consider career choice as it relates to job prospects for the future. Shows how to obtain, prepare for and conduct oneself during a job interview. Describes the various types of drop outs: Those who leave school; those who remain in attendance, but drop out emotionally; and life drop outs. Students are motivated to see volunteer work in school or local community. Type and source of volunteer opportunities are analyzed. Discusses ways of anticipating and handling difficulties frequently encountered by college freshmen. Gives examples of technical, professional and service occupations in the field. The necessary

personal qualifications are discussed.

The Meaning of Work	Volunteer Work
Your Job Outlook	Your First Year in College
The Job Interview	Careers in Health
Personality in Business	

7 filmstrips

CFS 7 - Job Finding -- Parts I and II
CFS 8 (Popular Science)

Difficulties and dangers of temporary employment are outlined and the benefits of planning ahead are stressed. Student learns to describe his assets and accomplishments in the forming of an effective resume. How, where and when to look for work is discussed. Various job areas are examined and the requirements of each outlined. Helps define the qualities--both professional and social--that typify successful citizens. Helps new applicants understand the many ways they can get a job, as well as indicating sources of job information.

So you Want a Summer Job	Where Will You Live and Work?
How to Get a Job and Keep It	How to Find a Job For Yourself
When to Go to Work	

5 filmstrips

CFS 30 - How to Study Occupations
(Popular Science)

Describes a logical method of studying occupations. This involves interest, ability, personality, Etc.

S O U N D F I L M S T R I P S

Secondary

FS/R/C 11 - What Will I Be
(Educational Dimensions)

Surveys the panorama of vocational opportunities and looks into twenty separate career fields. While the program illustrates why good planning is needed for the future, it tries to make vocational planning an easier task.

4 filmstrips, 50 review booklets, teacher's guide

FS/R/C 12 - Vocational Decisions
(Society for Visual Education)

The variety of vocational avenues open to today's students is discussed in this series of full-color filmstrips. Emphasis is placed on considering abilities, interests and training when making vocational decisions.

An Introduction to Vocation
The World of Work
Counseling in Vocational Decisions

3 filmstrips, teacher's guide

FS/R/C 13 - It's Your Future
(Eye Gate)

Offers constructive guidance in helping students avoid two of the most worry-some pitfalls: 1) indifference regarding the importance of an education, 2) faulty methods of study. This series motivates interest among class members most inclined to be indifferent and unappreciative.

A Look at the Future
In Training
Seeing the Whole Picture
Know-how and Your Future

4 filmstrips, teacher's manual

FS/R/C 14 - Employment Opportunities
(Avid Corporation)

This series is designed to help students become aware of a variety of non-professional job opportunities for high school graduates. The titles of the filmstrips are:

Clerical and Stock Work	Working in a Hospital
Working with People	Working in a Laundry &
Working with Cars	Dry Cleaning Plant

5 filmstrips

FS/C 21 - Failure: A Step Towards Growth
(Guidance Associates)

Helps young people 1) identify internal causes of failure and begin to deal with them, 2) avoid overreacting to specific failures, 3) analyze failure situations objectively in terms of planning and strategy, and 4) learn from failure.

2 filmstrips

FS/C 22 - Dropping Out: Road to Nowhere
(Guidance Associates)

Part I examines dropping out and the world of work today. Part II focuses on dropping out and the world of work tomorrow.

2 filmstrips

FS/C 23 - Your Personality: The You Others Know
(Guidance Associates)

Students hear peers describe personality as distinct from character, and describes positive personality traits: kindness, sincerity, sense of style, interest in others. Negative traits include "phoniness" and exaggerated self-involvement. Part II explores the negative effects of insecurity and self-consciousness on the total personality, ways to master fears, and check their influence on behavior.

2 filmstrips

FS/C 24 - High School Course Selection and Your Career
(Guidance Associates)

Part I emphasizes the importance of English, Math, Science, and History to personal career growth, discusses value and purposes of academic diploma, vocational and general diplomas. Part II relates elective courses, public speaking, mechanical drawing, home economics, cultural enrichment courses and highlights on-going value of extra-curricular activities.

2 filmstrips

FS/C 25 - Developing Your Study Skills
(Guidance Associates)

Methods for home study, classroom learning and test taking are discussed. The values of solitude, schedule time for study and establishing study priorities are emphasized. Students receive pointers on test-taking, note-taking, use of notes and the development of other classroom skills.

2 filmstrips

FS/C 27 - Should You Go to College?
(Guidance Associates)

Emphasizes the availability of college education to students with varying grades, career ambitions and financial resources. Students consider the wide range of state, church-related and liberal arts colleges, urban universities, technical institutes and community colleges.

1 filmstrip

FS/C 28 - Preparing for the Jobs of the 70's
(Guidance Associates)

Part I shows how trends in space exploration, computerization, population growth, undersea farming and the development of new products and services will affect tomorrow's job market. Part II continues to highlight the projected job picture with an examination of atomic technology, its many subfields and developing staff needs. Students explore new opportunities in previously "tradition" areas: health and medicine, law education, sales and building trades.

2 filmstrips

FS/C 30 - What You Should Know Before You Go To Work
(Guidance Associates)

Part I explains ways students can begin narrowing down career choices, discusses positive work attitudes. Part II gives practical advice on how to look for a job and how to handle the job interview; investigates several job don'ts.

2 filmstrips

FS/C 31 - Preparing for the World of Work
(Guidance Associates)

Part I demonstrates to students the crucial necessity of choosing professions or vocations in line with their own aptitudes and interests. Part II investigates in clear, specific detail the five major areas of vocational education: home economics, trade and industry, agriculture, distribution and business and office.

2 filmstrips

FS/C 32 - Getting and Keeping Your First Job
(Guidance Associates)

Part I shows students how to select opportunities and make appointments through classified sections, public and private job agencies; how to best prepare for and succeed in the job interview. Part II suggests ways to gain and hold respect of fellow workers, accept constructive criticism from others, make just complaints effectively, present original ideas the right way to the right person, surmount routine job aspects, ask for an increase in wages, and most important, make the first job a learning experience which will benefit every job and career step that follows.

2 filmstrips

FS/C 33 - If You're Not Going to College
(Guidance Associates)

Part I outlines first important stages of career planning: measuring one's needs and aptitudes, relating them to careers, selecting the appropriate high school courses, mastering the job interview, adjusting to the

first job. Part II emphasizes the importance of specialized non-college training; investigates various junior college and technical school programs, examines the growing impact of automation and resulting needs for technically skilled personnel.

2 filmstrips

FS/C 34 - Choosing Your Career
(Guidance Associates)

Part I describes six general personality types: "Social," "Intellectual," "Conventional," "Enterprising," "Realistic," and "Artistic." Students see the broad career areas in which these characteristics are most successfully expressed. Part II helps students evaluate their own personalities in these terms. Program is designed for use as an introduction to the major occupational files and kits now available.

2 filmstrips

FS/C 36 - An Overview of Technical Education
(Guidance Associates)

Part I describes the technical or "Para-professional" job level, examines technicians' roles in many fields, emphasizes the growing importance of technical work, relates technical training to the impact of automation and discusses chance for advancement from technical to professional responsibilities. Part II gives detailed information on vocational education programs which prepare students for technical jobs.

2 filmstrips

FS/C 37 - A Collegiate Education in Business Administration
(Guidance Associates)

This program emphasizes the primary importance of decision making and problem solving in business administration. Program describes the type of student likely to succeed in business administration. Students also gain insights into business opportunities as they exist today.

1 filmstrip

FS/C 38 - Your Future in Elementary Education
(Guidance Associates)

Program examines personal qualities which make good teachers and strongly emphasizes the intangible rewards of teaching. An under-graduate describes her liberal arts-based curriculum, courses in education and student teaching. Students learn three basic principles of teaching: clarity, patience and responsibility.

1 filmstrip

FS/C 39 - Our National Heritage: The Service Academies United States Military Academy
(Guidance Associates)

Program reviews West Point's Revoluntionary War history. Students survey West Point's curriculum, athletics, social life, extra-curricular activities, archives, debate and discussion forums and gains understanding of qualities and objectives the Point strives for in graduates.

1 filmstrip

FS/C 40 - United States Naval Academy
(Guidance Associates)

Explores academic, social and extra-curricular activities at Annapolis and discusses career opportunities open to graduates. Program brings students clear understanding of Naval traditions and ideals, characteristics of the Academy values in its men, and how and why future midshipmen enter Annapolis.

1 filmstrip

FS/C 41 - United States Merchant Marine Academy
(Guidance Associates)

Program traces the history of the Academy. Students follow cadets on the "sea year" voyage, review extra-curricular activities, visit graduation ceremonies and learn about entrance requirements, courses of study and career opportunities for graduates.

1 filmstrip

FS/C 42 - United States Coast Guard--O.C.S.
(Guidance Associates)

Discusses the Coast Guard responsibilities. Training and future in the Coast Guards are explained. Program gives curriculum details and qualifications for admission.

1 filmstrip

FS/C 44 - Hands to Build America
(Kohler Company)

A presentation designed to encourage young people to consider careers in the housing industry. Obtained through the courtesy of the Kohler Company, Kohler, Wisconsin.

1 filmstrip

***
FS/R/C 45 - Careers in Drafting
(Educational Dimensions)

All of the major areas in drafting (architectural, structural, civil, mechanical, technical and space) are defined, described, and discussed in detail. Students will get a realistic view of what they can contribute, as well as expect, in the way of rewards if they choose this area of study and work.

2 filmstrips

***
FS/R/C 46 - Careers in the World of Computers
(Educational Dimensions)

Three-part sound filmstrip explains just what a computer is, the different kinds, how they are used in industry, and the wide range of careers that are open to high school, as well as college graduates.

3 filmstrips

*** Materials which have been donated by companies

***
FS/R/C 47 - Careers in the Fine Arts: Painter-Sculptor
(Educational Dimensions)

Filmstrip outlines the problems, as well as the opportunities for persons seeking a career as a painter or a sculptor. It explains the opportunities in teaching, museum work and other branches of the profession. It also provides a general overview of the field.

1 filmstrip

***
FS/R/C 48 - Art Careers in Advertising
(Educational Dimensions)

The actual work-a-day life of an art director is described in the film. Creative students will learn that it is not as important to be an artist as much as it is to be visually-oriented, but to have creative interests and to be able to work well with others.

1 filmstrip

***
FS/R/C 49 - Careers in Television
(Educational Dimensions)

The film shows the student how a t.v. commercial is made, from its inception to its production. The film also shows how other careers have a place in television since many diverse talents and abilities are needed.

1 filmstrip

***
FS/R/C 50 - Careers in Photography
(Educational Dimensions)

Filmstrip explains the opportunities open to young people interested in photography and how they can go about entering it. The photographic areas discussed in this filmstrip include: advertising, new photography, fashion, portrait, medical, and industrial.

1 filmstrip

***Materials which have been donated by companies.

***FS/R/C 51 - Careers in Fashion Design
(Educational Dimensions)

This filmstrip takes students into the heart of New York's busy garment district and the showroom of two top designers. Students are informed on how they can prepare themselves to enter the profession. Film shows a fashion designer actually working from initial sketches to the showing.

1 filmstrip

***FS/R/C 52 - Careers in Illustration
(Educational Dimensions)

This sound filmstrip tells and shows artistically-inclined students how they can find an exciting and renumerative career illustrating magazines, books, record jackets, Etc.

1 filmstrip

FS/R/C 54 - Occupational Education
(Eye Gate)

This series of nine filmstrips deal directly with the problem of helping the slow learner to contribute to the environment in which he will be living and working. The skills presented here will fit the student with the necessary tools for him to be able to reach his maximum level of vocational competency. The filmstrips lend themselves to integration with other courses of study in the curriculum. Now the student can see and learn about the jobs that he feels may be within his limit of skill and understanding. These filmstrips open the way for excellent discussion with the slow learners. Good training material.

The Job Interview	The Variety Store
Stocker in a Super-Market	The School Cafeteria Worker
The Waitress	
Fixing a Flat Tire	The Nurses Aid
How to Use Your Checkbook	The Gas Station Attendant

9 filmstrips

***Materials which have been donated by companies.

FS/R/C 56 - Building Work Habits
(Mc Graw Hill)

FS/R/C 63 - Choosing Your Career
(Guidance Associates)

Examines six primary types of jobs--artistic, conventional, enterprising, intellectual, realistic, social. Program stresses job satisfaction, stability, and accomplishment depend upon relationship between one's personality and the job environment.

2 filmstrips

FS/R/C 65 - A Collegiate Education in Business Administration
(Guidance Associates)

This program emphasizes the primary importance of decision making and problem solving in business administration. Program describes the type of student likely to succeed in business administration. Students also gain insights into business opportunities as they exist today.

1 filmstrip

FS/R/C 66 - Who's Got the Needle?
(Educational Dimensions)

Describes the abuse of potent drugs by high school students. The effects, problems and alternatives to drug abuse are posed honestly, without moralizing. The student is asked to consider the risks of drug abuse.

4 filmstrips, 50 review booklets, teacher's guide

FS/R/C 67 - Facts About College:
Series A Choosing A Liberal Art College
Series B Choosing An Engineering College
(Educational Dimensions)

What are the pre-required courses, degrees offered, job opportunities and degree of accreditation, are just some of the dozens of questions answered for the student.

2 filmstrips, teacher's guide

FS/R/C 68 - Who Is a Leader?
(Educational Dimensions)

Focuses on the problems that block emotional growth. After introducing the personal aspects of leadership and the personal struggle to lead one's own life, the topics of prejudice, delinquency and the need for recognition are analyzed.

4 filmstrips, teacher's guide

*** FS/R/C 69 - Careers in Film Making
(Educational Dimensions)

The two-part full color sound filmstrip "Careers in Film Making" is an informative look into every aspect of the field of film making. Using interviews with film makers Reggie Wells, Dick Young and Andy Warhol, the techniques of film making, the different areas (i.e., Industrial, feature, underground, t.v., Etc.) the job opportunities and the best way to get into this exciting field are discussed and explored.

2 filmstrips, teacher's guide

FS/R/C 70 - Studying for Success

FS/R/C 71 - How to Succeed in High School--By Trying
(Guidance Associates)

Establishes the high school experience as it relates to future opportunity. Emphasizes how to get the most out of high school years, studying, classroom participation, extra-curricular activities, friendships.

2 filmstrips, teacher's guide

*** FS/R/C 73 - Writing Careers in Advertising
(Educational Dimensions)

Gerald Schoenfeld, copywriter and president of Kelly-Nason Advertising tells us a copywriter is more a person who can manipulate words, ideas and pictures than a "writer" in today's world of advertising. He also gives students a complete picture of how an ad-

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*** Materials which have been donated by companies.

vertisement is created, executed and produced. Mr. Schoenfeld tells them exactly how they can go about entering this field.

***FS/R/C 74 - Distributive Education: Selling As A Career
(Eye Gate)

Although designed for students who may choose a career in sales after graduation, this series is of value to college-bound students as well. The series provides a comprehensive insight into the entire field of marketing, including retail, wholesale, and service.

Selling as a Career	Why People Buy
The Economics of Selling	Selling Techniques
Your Person and Personality	Objections & Objectives
Know Your Product	New Horizons in Selling

8 filmstrips, teacher's guide

FS/C 82 - Leisure Time: Busy or Bored
(Eye Gate)

Leisure time and what to do with it is rapidly becoming a national crisis. Many experts say we have too much--a major problem; others say we have too little--a major problem. The only thing one can agree on is that it is a problem for most people. Studies in this subject are almost all statistical and deal with "people." Leisure time is an individual problem that needs individual understanding and each individual has to find his own answers to it. This set puts the problem firmly in the lap of the individual student and gives him some guide lines for reaching his own solutions...what is leisure time really?

Work for What?	Leisure on a Shoestring
Killing Time and Yourself	Have You Tried _____?
Free Time is Not so Free	Time to Be Yourself

6 filmstrips, teacher's manual

FS/C 83 - World of Work (Part I)
(Eye Gate)

FS/C 84 - World of Work (Part II)
(Eye Gate)

***Materials which have been donated by companies.

FS/C 85 - The Rise of Industrial America
(Eye Gate)

Designed to raise questions and at the same time present a body of knowledge, this series of filmstrips will support studies of American History and Economics for the period 1860 to 1900. Covering this exciting expanding time in the life of America the set explains what happened and gives some of the reasons why this took place. As the students watch America change from an agrarian-commercial society to an industrial-commercial society they will raise questions of their own and relate the information to other developing countries and to our present economic period. The series of sound filmstrips may be used for introduction, review or special individual studies.

The Industrialization of the United States
Opening the Great West
Rise of Organized Labor
The Farmer's Discontent and the Populist Movement

4 filmstrips, teacher's manual

FS/C 98 - Careers in Materials Engineering: The Aerospace
(Guidance Associates)

Examines the "Quasar Age" and fantastic metals it offers. Investigates metallurgy as it relates to consumer goods production, new patterns of international cooperation in metallurgy, and careers available in the field.

1 filmstrip

T A P E S - C A S S E T T E S

Secondary

TC 1 - Vocational Interview Cassettes
(Guidance Associates)

#a Your Future as an Appliance Serviceman
#b Your Future in the Armed Forces
#c Your Future as an Auto Mechanic
#d Your Future as an Automobile Body Repairman
#e Your Future as a Bank Teller (for both sexes)
#f Your Future as a Bookkeeper
#g Your Future as a Carpenter
#h Your Future as a Commercial Airlines Stewardess
#i Your Future as a Construction Machine Operator
#j Your Future in Data Processing (for Both sexes)
#k Your Future as a Dental Technician
#l Your Future as a Dispensing Optician
#m Your Future as a Draftsman
#n Your Future in a Drugstore
#o Your Future in Electronics
#p Your Future as an Executive Secretary
#q Your Future as a Fireman
#r Your Future as an Insurance Salesman
#s Your Future in the Internal Revenue Service
#t Your Future as a Licensed Practical Nurse
#u Your Future in a Beauty Culture (for Both sexes)
#v Your Future as a Long Haul Truck Driver
#w Your Future as a Medical Laboratory Assistant (Both sexes)
#x Your Future as a Newspaper Reporter
#y Your Future as a Photographer
#z Your Future as a Policeman/Policewoman
#aa Your Future in the Postal Service
#bb Your Future as a Production Planner
#cc Your Future as a Real Estate Salesman
#dd Your Future in Selling (Both sexes)
#ee Your Future as a Service Station Attendant
#ff Your Future as a Sheet Metal Worker
#gg Your Future in Surface Transportation (Bus)
#hh Your Future as a Surveyor
#ii Your Future as a Telephone Installer & Repairman
#jj Your Future as a Telephone Operator & Supervisor
#kk Your Future as a Tool and Die Maker

#11 Your Future as a T.V. and Radio Service Technician
#mm Your Future as a Wholesale and Retailing Baking
#nn Your Future as an X-ray Technician

TC 2 - Instructional Dynamics Mental Health Info Cassette Series
(Instructional Dynamics, Inc.)

#1 Sharing Something of Yourself
#2 The Place of Feelings and Emotions
#3 Is it Possible to Be Yourself
#4 The Struggle to Become a Person
#5 What are the Goals of Life
#6 What It Means to be Married
#7 Relationships with our Children
#8 The Generation Gap
#9 The Lonely Person
#10 The Person of Tomorrow

10 cassettes

TC 3 - The Choice is Yours
(Educational Progress)

#1 Parent-Child Relationships (Parents' Viewpoint)
#2 Parent-Child Relationships (Child's Viewpoint)
#3 Smoking
#4 Alcohol
#5 Suicide
#6 Marijuana
#7 Hallucinogenic Drugs (LSD)
#8 Veneral Diseases
#9 Hard Drugs
#10 Ups and Downs (Stimulants and Depressants)

TC 4 - Finding and Holding a Job

TC 5 - Exploring the World of Work
(Valiant I.M.C.)

Stimulates thinking about career opportunities and a study of occupations. Provides a feature for women and ten presentations of occupational opportunities within a vocational interest area.

6 cassettes

TC 6 - Planning Beyond High School
(Valiant I.M.C.)

This companion series to "Exploring the World of Work," helps the student investigate the broad range of alternatives open to him after he graduates from high school.

6 cassettes

FS/T/C 1 - New Careers in Agriculture
(Vocational Education Products)

#a Careers in Animal Industry
#b Careers in Crops
#c Careers in Farm Machinery Sales and Services
#d Careers in Farm Services
#e Careers in Farm Supplies
#f Careers in Government Services
#g Careers in Natural Resource Management
#h Careers in Ornamental Horticulture

FS/TC 15 - Health Careers -- 1
(Lawren Productions, Inc.)

Introduction to 23 occupations related to medicine and to health.

1 filmstrip, tape

FS/TC 16 - Health Careers -- 2
(Lawren Productions, Inc.)

Covers the health fields of medical stenographer, inhalation therapist, EKG, EEG, surgical or tissue technician and licensed practical nurse. Each one of these occupations require about one year of training beyond high school.

1 filmstrip, tape

FS/TC 17 - Health Careers -- 3
(Lawren Productions, Inc.)

Introduces the student to six careers in the health fields that can be learned in two or three years or training after high school; in computer personnel, dental hygienist, medical and orthopedic assistants and x-ray and cyto-technologists.

1 filmstrip, tape

FS/TC 18 - Health Careers -- 4
(Lawren Productions, Inc.)

Covers health careers of occupations that require college and/or college degrees: Physical Therapy, Occupational Therapy, Speech Therapy, Audiology, and Orthoptics.

1 filmstrip, tape

***GK 26 - Career Development Laboratory
(Educational Progress)

The Laboratory can be used in grades 8 through 13. Sixty per cent of the taped interviews cover professional careers and the remainder include nonprofessional and technical occupations. The interviews sharpen student interest in the meaning and relevance of education and broaden student awareness of career and occupational options.
The Laboratory is usually used with the Career Games (GK 25), as they are designed to work together.

Box A
#1 - Electrician:Dentist
#2 - Fashion Model:Actor
#3 - Stewardess:Buyer
#4 - Policewoman:Dental Hygienist
#5 - Computer Programmer:Veterinarian
#6 - Account Executive:Radio Broadcaster
#7 - Business Consultant:Salesman
#8 - Minister Personnel Counselor
#9 - Research Scientist:Pharmacist
#10 - High School Teacher:Technical Writer

Box B
#11 - Court Reporter:Telephone Operator
#12 - Physician:Dietician
#13 - Medical Technologist:Physical Therapist
#14 - Commercial Pilot:Professor
#15 - Banker:Cost Analyst
#16 - Editor:Librarian
#17 - Commercial Artist:Theatrical Agent
#18 - Secretary:Social Worker
#19 - Park Director:Reporter
#20 - Cosmetologist:Nurse

***Materials which have been donated by companies.

Box C

#21 - Forester:Military Personnel
#22 - Lawyer:Architect
#23 - Waiter/Restaurant Manager:Stockbroker
#24 - Electronic Assembler:Auto Mechanic
#25 - Record Producer:Photographer
#26 - Teaching Assistant:Tool and Die Maker
#27 - Golf Professional:Fireman
#28 - Accountant:Insurance Salesman
#29 - Civil Engineer:Electronic Technician
#30 - Realtor:Driver/Salesman

G U I D A N C E K I T S A N D B O O K S E T S

Secondary

GK 3 - Occupational Exploration Kit
(Science Research Associates)

The unique OccuScan and Student Record Book give each student the chance to explore occupations in terms of his own abilities, interests, and educational goals. OEK serves as a practical and current aid to occupational investigation for a young person at a critical time in his life.

OccuScan, 400 Occupational Briefs, Job Family Booklets, Guidance series booklets, student record books, guide for counselors and teachers.

GK 7 - COPE With Books
(American Guidance Service, Inc.)

The Coping With Books have been written for young people about their problems, interests, and things with which they are most concerned. The authors strive to share facts and ideas without moralizing. They are written to appeal to young minds seeking to find answers to many of the perplexing problems of life. The books may be used for individual reading, as background for class discussions, and for special group counseling and guidance.

#1 - Some Common Crutches
#2 - In Front of the Table and Behind It
#3 - Food as a Crutch
#4 - Easing the Scene
#5 - Facts and Fantasies About Drugs
#6 - Grades: What's So Important About Them, Anyway
#7 - Changing Roles of Men and Women
#8 - Living with Lonliness
#9 - Coping With Cliques
#10 - Facts and Fantasies About Smoking
#11 - I'd Rather Do It Myself, If You Don't Mind
#12 - Can You Talk With Someone Else
#13 - The Mind Readers
#14 - To Like and Be Liked

#15 - Facts and Fantasies About Alcohol
#16 - Parents Can Be A Problem
#17 - Alcohol As A Crutch

17 books, each with a manual

GK 11 - Dial-A-Drug (Display Wheel)
(Instructor Publications)

Cardboard wheel, which is very descriptive and informative about many types and forms of drugs, both harmful and useful.

*** GK 14 - Industrial Careers Kit
(Careers, Incorporated)

A kit of job briefs, covering skilled and technical occupations in industry.

GK 17 - Job Family Series Booklets
(Science Research Associates)

The Job Family Series Booklets illustrate how different jobs are related through common factors--satisfying similar interests, for instance, or requiring similar skills. Booklets include highly informative and easy-to-grasp descriptions of real-life work situations, based largely on actual observation and interviews with workers. The booklets are also recommended for teachers in connection with their use of Guidance Activities for Secondary School Teachers.

#1 - Jobs in Science
#2 - Jobs in Mechanical Work
#3 - Jobs in Outdoor Work
#4 - Jobs in Technical Work
#5 - Jobs in Selling
#6 - Jobs in Clerical Work
#7 - Jobs in Engineering
#8 - Jobs in Mathematics
#9 - Jobs in Building Construction Trades
#10 - Jobs in Health
#11 - Jobs in Agriculture
#12 - Jobs in Art
#13 - Jobs in Publishing

*** Materials which have been donated by companies.

#14 - Jobs in the Performing Arts
#15 - Jobs in Psychology
#16 - Jobs in Unusual Occupations
#17 - Jobs in Professional Economics
#18 - Jobs in Education
#19 - Jobs in Social Work
#20 - Jobs in Electronic Data Processing

Set of 20 booklets

GK 18 - Career Information Kit and Instruction Booklet
(Science Research Associates)

This library of available occupational materials furnishes comprehensive information on jobs that employ over 90 per cent of the labor force today. Approximately 600 pieces of current literature reflecting NVGA guidelines have been selected from hundreds of authoritative sources for use in the library. It leads students to explore many jobs within occupational areas and provides easy reference to specific job titles. A second section provides carefully selected publications for both counselor and student in areas of educational, career, personality, and employment guidance and counseling.

GK 19 - Job Experience Kits
(Science Research Associates)

The Job Experience Kits are a collection of work-simulation experiences in twenty representative occupations. Each kit is designed to give students an opportunity to successfully solve problems typical of a particular occupation. The problem-solving approach exposes the student to the real activities he will find on the job; actual occupational tools are included where appropriate and feasible.

***
GK 25 - Career Games Laboratory
(Educational Progress)

Career Games is a sophisticated tool which launches the player on an extensive career search. The Career Game emphasizes involvement, decision making, and self-concept building. Career Games is semi-programmed and takes the individual on a career search.
Career Games is usually used with the Career Development

*** Materials which have been donated by companies

Laboratory (GK 26), as they are designed to work together.

GK 28 - Your Future In Series
(Richard Rosen Press)

#1 Your Future in Jobs Abroad
#2 Your Future in Industrial Engineering
#3 Your Future in the Nursery Industry

GK 29 - AIM High Vocational Series
(Richard Rosen Press)

#1 Automotive Service

GK 36 - Related SRA Books
(Science Research Associates)

#1 - "Emotional Disturbance and School Learning: A Book of Readings"

A compilation of 26 research studies concerning the relation between emotional disturbance and school learning.

#2 - "Who Goes Where to College?"

"Who Goes Where to College" is the first research-based attempt at objective evaluation of college environment. Affective characteristics have been estimated for freshmen who entered 1015 different colleges.

#3 - "How to Get Into College and Stay There"

This text challenges students to consider carefully their plans for college; it discusses the academic, financial, and social aspects of college life.

#4 - "Looking Toward High School"

This informative activity test answers key questions about high school and encourages the student in planning his academic career.

#5 - "Discovering Yourself"

This booklet helps develop the concept of self. It includes self-appraisal charts, quizzes, and examples. Reading, film, and group-activity lists provide materials for class discussion and projects.

#6 - "My Educational Plans"

This text enables the student to plan a realistic high school program, with the aid of fifteen thorough self-appraisal inventories.

#7 - "How to Be A Better Student"

Shows how to use study time most effectively. Illustrations, charts, and tests help students evaluate study habits.

#8 - "About You"

Helps the high school student understand himself and others better and helps him develop the foundation for a happier and more useful life. Includes a list of films, books, and pamphlets for additional guidance.

#9 - "What To Do After High School"

#10 - "Every Kid A Winner: Accountability in Education"

#11 - "An Empirical Basis for Change in Education"

A selection of readings on Behavioral Psychology for teachers.

GK 37 - Manpower and Natural Resources Kit
(Science Research Associates)

The kit is designed for use in high school developmental reading, guidance, vocational and technical courses and in all types of adult retraining programs. Manpower and Natural Resources is designed to enrich basic reading or special training programs with a wealth of reading material from popular books and magazines. Dealing primarily with masculine jobs, they were carefully chosen

for their interest and informative value. Selections are grouped at eight different reading levels so individuals are not discouraged by material that is too difficult or too easy. Topics fall into three broad categories: 1) conservation and the skills involved; 2) related facts of natural history; 3) occupational skills such as those of the welder, carpenter, telephone repairman, soil scientist, and electrician.

300 four-page reading selections, 40 Key Booklets, and 1 teacher's manual

GK 38 - Basic Guidance Kit #1
(Science Research Associates)

This professional guidance library offers many techniques for helping students with special needs, organizing effective programs, and gathering occupational information.

#1 "Handbook of Job Facts"
#2 "Preparing Students for College"
#3 "Roster Workbook"
#4 "Identifying Students with Special Needs" (Vol. I)
#5 "Identifying Students with Special Needs" (Vol. II)
#6 "Counseling Adolescents"
#7 "Organizing for Effective Guidance"
#8 "Counseling: Content and Processes"
#9 "Guidance Services"
#10 "Guidance Testing"

GK 39 - Basic Guidance Kit #2
(Science Research Associates)

This professional guidance library offers many techniques for helping students with special needs, organizing effective programs, and gathering occupational information.

#1 "Group Counseling in Secondary Schools"
#2 "Group Techniques for the Classroom Teacher"
#3 "Guidance and the Physically Handicapped Child"
#4 "Orientation to the Job of a Counselor"
#5 "The Use of Interest Inventories in Counseling"
#6 "Youth In Conflict"
#7 "The Counseling Relationship"
#8 "Techniques of Guidance: An Approach to Pupil Analysis"
#9 "Handbook of Job Facts"
#10 "Your College Degree"

GK 40 - Better Living Booklets (Series)
(Science Research Associates)

The Better Living Booklets, helpful to PTA groups and counselors as well as in counselor training programs, offer insight into the emotions and needs of youngsters, their outlooks on life, and their problems and how they can be solved.

#1 "Helping Children Develop Moral Values"
#2 "Helping Children Understand Sex"
#3 "Self-Understanding--A First Step to Understanding Children"
#4 "The Roots of Self-Confidence"
#5 "Parents and Teachers as Partners"
#6 "Understanding Hostility in Children"
#7 "Helping Children Read Better"
#8 "Fears of Children"
#9 "Why Children Misbehave"
#10 "Helping Boys and Girls Understand Sex Roles"
#11 "Helping the Gifted Child"

GK 41 - Betting Living Booklets
(Science Research Associates)

The Better Living Booklets, helpful to PTA groups and counselors, as well as in counselor training programs, offer insight into the emotions and needs of youngsters, their outlooks on life, and their problems and how they can be solved.

#1 "Mental Abilities of Children"
#2 "A Guide for Family Living"
#3 "Developing Responsibility in Children"
#4 "Helping Children Solve Problems"
#5 "A Guide to Better Discipline"
#6 "When Children Face Crises"
#7 "How Children Grow and Develop"
#8 "Helping Children Talk Better"
#9 "Helping Brothers and Sisters Get Along"
#10 "Exploring Children's Interests"
#11 "How To Live With Children"
#12 "Emotional Problems of Growing Up"
#13 "A Guide to Successful Fatherhood"
#14 "Helping Children Get Along In School"

GK 42 - Career Series Books

#1 "Opportunities in Interior Design and Decoration"
#2 "Opportunities in Advertising"
#3 "Opportunities in Graphic Arts Careers"
#4 "Opportunities in a Forestry Career"
#5 "Opportunities in Occupational Therapy"
#6 "Opportunities in Speech Pathology"
#7 "Opportunities in Agricultural Engineering"
#8 "Opportunities in Free Lance Writing"
#9 "Opportunities in Machine Shop Trades"
#10 "Opportunities in Photography Careers"
#11 "Opportunities in Chiropractic Careers"

GK 44 - You and Your Job Series

#1 "You and Your Job, What Is It?"
#2 "You and Your Job, Where Is It?"
#3 "You and Your Job, How to Get It"
#4 "You and Your Job, How to Keep It"
#5 "You and Your Job, Where to Go From Here"
#6 Guide for Instructors and Counselors

GK 48 - Guidance Activities for Secondary School Teachers
(Science Research Associates)

A series of five paperbound booklets suggesting specific guidance activities to teachers of English, social studies, mathematics, science, and foreign languages. Each booklet identifies the areas of the curriculum where the subject-matter teacher can introduce educational and vocational guidance activities into his classroom.

#1 "Guidance Activities for Teachers of English"
#2 "Guidance Activities for Teachers of Social Studies"
#3 "Guidance Activities for Teachers of Science"
#4 "Guidance Activities for Teachers of Mathematics"
#5 "Guidance Activities for Teachers of Foreign Languages"

GK 49 - Simulation Exercise

#1 "The Congressman at Work" & Instructor's Guide
#2 "Presidential Campaigning" & Instructor's Guide
#3 "Budgetary Politics & Presidential Decision-Making" & Instructor's Guide
#4 "The American Constitutional Convention" & Instructor's Guide
#5 "Decision-Making by Congressional Committees" & Instructor's Guide

GK 50 - Guidance Series Booklets
(Science Research Associates)

These versatile booklets provide educational, vocational, personal, and social guidance for high school students. They are 48 to 56 pages in length, illustrated, and paper-bound.

#1 "Baby Sitter's Handbook"
#2 "Becoming Men and Women"
#3 "Building Your Philosophy of Life:
#4 "College, Careers, and You"
#5 "Dating Tips for Teens"
#6 "Discovering Your Real Interests"
#7 "Do Your Dreams Match Your Talents"
#8 "Enjoying Your Personality"
#9 "Exploring Your Personality"
#10 "Facts About Alcohol"
#11 "Facts About Juvenile Delinquency"
#12 "Facts About Narcotics and Dangerous Drugs"
#13 "Facts About Smoking and Health"
#14 "Facts About Venereal Disease"
#15 "Finding Part-Time Jobs"
#16 "Getting Along With Others"
#17 "Girls and Their Futures"
#18 "Growing Up Emotionally"
#19 "Growing Up Socially"
#20 "How to Get the Job"
#21 "How to Increase Your Self-Confidence"
#22 "How to Live With Your Parents"
#23 "How to Take a Test"
#24 "Improve Your Learning Ability"
#25 "Looking Ahead to Marriage"
#26 "Making and Keeping Friends"
#27 "Making the Most of Your Intelligence"
#28 "Our World of Work"
#29 "School Subjects and Jobs"
#30 "Should You Go To College?"
#31 "Streamline Your Reading"
#32 "Study Your Way Through School"
#33 "Understanding Love"
#34 "Understanding Sex"
#35 "Understanding the Other Sex"
#36 "Understanding Yourself"
#37 "You and Your Abilities"
#38 "You and Your Health"
#39 "Your Behavior Problems"

#40 "Your Personality and Your Job"
#41 "What Employers Want"
#42 "What is Honesty?"
#43 "What Tests Can Tell You About You"
#44 "Where Are Your Manners?"

GK 51 - Job Experience Specimen Set
(Science Research Associates)

Used with Job Experience Kit.

GK 52 - How to Study Specimen Set
(Science Research Associates)

Used with "How to Study" activity text. It is designed to help students whose study habits might be improved. It will acquaint them with study skills and habits that can improve the quality and efficiency of their work.

V I S U A L S

Secondary

TR 1 - Career Planning
(Visual Products Company, 3M)

Shows the future involved in job selection in terms of types and source of work available to clerical workers and how to apply for a job. Interviewing and attributes that help contribute to success in gaining employment are also covered.

Transparencies with cassette

TR 2 - Finding and Holding a Job
(Valiant IMC)

"What Kind of Job Would You Like?"
"Job Sources"

12 transparencies, 22 overlays

S O U N D - O N - S L I D E P R E S E N T A T I O N S

Secondary

These sound on slide presentations are professionally made programs about industries in the local Sheboygan area. They require the use of the sound-on-slide projector from the Career Information Center.

S/S 1 - Power Sewing

This includes the clothing and shoe industries and encompasses the plants of Leverenz Shoes, Jung Shoes, Wigwam Mills, and Lakeland Manufacturing Company.

S/S 2 - Leverenz Shoe Company

This is a tour of the plants in Sheboygan and New Holstein with a view of key factory and office workers.

S/S 3 - Citizens Bank

This is a tour of the Sheboygan Citizens Bank facilities and services.

S/S 4 - Plastics Engineering

This is a tour of this local Sheboygan plant with key workers included.

16 mm FILMS

Secondary

F 1 - Where the Action Is
(Wisconsin Board of VTAE, Madison)

Produced in cooperation with the Milwaukee Institute of Technology. It presents an overview of the training opportunities in technical education today. It was made with the problems of career selection of youth in mind.

Color. 28 minutes.

F 2 - Investment for Impact
(Wisconsin Board of VTAE)

Indicates to the tax payers of the eighteen vocational-technical districts the use of their tax monies in vocational technical education.

F 3 - The School Counselor
(Halewyn Films)

F 4 - Building a Better Life
(National Association of Home Builders)

Different people talk about their careers in the construction trades.

F 5 - Is a Career As a Technician for You?
(Aims)

This film presents an overview of technicians at work in a wide variety of settings, among them; industrial, commercial, scientific, and agricultural. The key role of technicians as the operational monitors aiding the managerial and professional workers is presented while stressing the exacting nature of their work.

Color. 14 minutes

F 11 - My Life to Live
(Coronet Films)

Rod Kellogg, a young college student who feels he should do what's expected of him, is really not the person he'd like to be. His search for self-identity leads him to put into perspective his childhood memories and his parents' death until he finds himself and begins to live his own life.

24 1/2 minutes

F 13 - Your Job: Finding the Right One
(Coronet Films)

We see how young people can locate jobs suited to their needs and abilities. Time and effort can be saved by a clear appraisal of abilities and interest, as well as past and future training. The film then shows how to organize a plan of action that will get the "right" job.

13 1/2 minutes

F 19 - Growth of Big Business in America
(Coronet Films)

Between 1865 and 1900 America's economy underwent marked changes. Factors responsible for this change are illustrated: a growing population, improved transportation, increased technology, and aggressive businessmen who created great corporations. As examples, the film traces the growth of Carnegie Steel and Standard Oil, and shows how anti-trust federal legislation was enacted in attempts to regulate this growth.

16 minutes

F 21 - Guidance for the Seventies: Kids, Parents, Pressures
(BFA Educational Media)

Two group sections on pressures and how to handle them. It also explains how to open communication with parents.

P R O F E S S I O N A L R E F E R E N C E B O O K S

A N D S U B S C R I P T I O N S

Secondary

GR 1 - "Guidance Report"

GR 2 - "The Vocational Guidance Quarterly"

GR 3 - "Occupational Outlook Handbook"

GR 4 - "The Dictionary of Occupational Titles," Volumes 1 and 2

GR 5 - "Educators Guide to Free Guidance Materials" 1970 and 1971 Editions

GR 6 - "Planning Your Career," Volume 1

GR 7 - "Careers and Occupations," Volume 2

GR 10 - "Occupational Information"

*** GR 11 - "Career Information: A Directory of Free Materials"

*** GR 12 - "Systems for Success" (Books 1 and 2)

*** GR 13 - "Head of Household" (Instructor's book)

*** GR 14 - "Knowing How to Budget and Buy"

*** GR 15 - "Follett Vocational Reading Series"
- #1 John Levoron, Auto Mechanic
- #2 Anita Powers, Office Worker
- #3 The Millers & Willie B.; Butcher, Baker, Chef
- #4 Marie Perrone, Practical Nurse

*** GR 16 - "Follett Basic Learning Program"
- #1 Teacher's Guide
- #2 Unit 2--Living Things
- #3 Unit 3--Taking Care of Ourselves

*** Materials which have been donated by companies.

***GR 17 - "Turner-Livingstone Communication Series"
#1 The Letters You Write
#2 The Language You Speak
#3 The Newspaper You Read

GR 18 - "Audio-Visual Guidance Materials," 1970 Edition

GR 19 - "Career Information Service"

GR 20 - "Adult Education Review Workbook in English/Mathematics"

GR 22 - "Occupational Orientation"

GR 23 - "Work in Study Programs for Alienated Youth"

GR 28 - "Can You Talk With Someone Else?" (& Teacher's Manual)

GR 29 - "Easing the Scene" (& Teacher's Manual)

GR 30 - "To Like and Be Liked" (& Teacher's Manual)

GR 31 - "In Front of the Table and Behind It" (& Teacher's Manual)

GR 32 - "World of Work Handbook"

GR 33 - "Jobs in Your Future"

GR 34 - "Workshop on the Role of the Principal"

GR 35 - "The Open School" (Final Report of the Governor's Commission)

GR 36 - "Preliminary Report of the Governor's Commission on Education"

GR 37 - "Problem Solving to Improve Classroom Learning"

GR 38 - "Diagnosing Classroom Learning Environments"

GR 40 - "Behavioral Objective: Teacher Success Through Student Performance"

GR 41 - "The Measurement of Classroom Learning"

GR 42 - "Teaching the Culturally Disadvantaged"

GR 44 - "The Faculty Team"

GR 45 - "The Structure of Teaching"

GR 46 - "Continuous--Progress Education"

CB 5 - "Encyclopedia of Job Descriptions--Manufacturing"

CB 6 - "Employment and Earnings" (States & Areas, 1939-69)

CB 7 - "Present Value of Estimated Lifetime Earnings" (Technical Paper)

BK 1 - "Facts About Narcotics and Dangerous Drugs"

BK 2 - "Finding Part-Time Jobs"

BK 3 - "Should You Go to College?"

S U B S C R I P T I O N S

S 1 - Guidance Service Package

S 2 - The Personnel & Guidance Journal

S 3 - The School Counselor

V I D E O T A P E S

Secondary

VT 1 - Telephone Company

VT 2 - Guidance Counselor and You Part 1

VT 3 - Guidance Counselor and You Part 2

VT 4 - What's In It For You?

Cooperative and Capstone courses in high school.

VT 5 - Public Service Occupations

VT 6 - Paper Industry

VT 7 - Machine Trades

VT 8 - Office Occupations

VT 9 - Exploring Health Occupations

VT 10 - Construction Trades

VT 11 - Food Service Occupations

VT 12 - Marine Construction

VT 13 - Transportation Occupations

VT 14 - Radio--Television

VT 15 - Conservation--Recreation

VT 16 - Leather Occupations

VT 17 - Agri-business Occupations

VT 18 - Petroleum Industry

VT 19 - Heavy Equip--Op.

VT 20 - Food Distribution

VT 21 - Handle with Care

Occupations dealing with child care.

VT 22 - Data Processing

VT 23 - Hotel Occupations

VT 24 - Forestry

VT 25 - Graphic Arts

VT 26 - Cast Metal Occupations

VT 27 - Data People Things (Level IV)

VT 28 - Building Trades (Level VI) Vol. A

VT 29 - Building Trades (Level VI) Vol. B

VT 30 - Medical Technology (Level VI) Vol. A

VT 31 - Medical Technology (Level VI) Vol. B

VT 32 - Nursing Services (Level VI) Vol. A

T E S T I N G M A T E R I A L S

Secondary

G.A.T.B. 1 - Section I: Administration and Scoring

G.A.T.B. 2 - Section II: NORMS Occupational Aptitude Pattern Structure

G.A.T.B. 3 - Section IV: NORMS Specific Occupations

G.A.T.B. 4 - Scoring Stencils

M I C R O F I C H E

Secondary

MIC 1 - Chronicle Occupational Microfilm
(Chronicle Guidance Publications)

The set of microfiche cards includes all occupational information published by Chronicle during the past four years.

MIC 2 - WISC Deck of Career Information
(Wisconsin Department of Public Instruction, Madison)

A collection of occupational information on microfilm mounted in aperture on cards. The system provides broad information and pictures on the following:

1) Wisconsin occupations that do not require a college education.

2) All occupations in which Wisconsin provides education and training.

3) All vocational, technical, and adult education schools in Wisconsin.

4) All state-approved private schools.

T A P E S - C A S S E T T E S

Post-Secondary

TC 6 - Planning Beyond High School
(Valiant)

This companion series to "Exploring the World of Work," helps the student investigate the broad range of alternatives open to him after he graduates from high school.

GUIDANCE KITS AND BOOK SETS

Post-Secondary

GK 4 - College Occupational Exploration Kit
(Science Research Associates)

The Kit can help the student who has insufficient information about the world of work, who wants to determine if his present career direction is realistic, who needs a stimulus to his occupational and educational planning, or who is curious about particular jobs relating to his own interests and abilities.

OccuScan, Occupational Briefs, Job Family Booklets, Student Guides, Guidance Series Booklets

GK 5 - Career Opportunities for Technicians and Specialists
(J.C. Ferguson Publishing Company)

A reference set of five volumes giving young people information on jobs available for technical school or two-year college-trained graduates.

GK 17 - Job Family Series Booklets
(Science Research Associates)

The Job Family Booklets illustrate how different jobs are related through common factors--satisfying similar interests, for instance, or requiring similar skills. By presenting jobs in their family groupings, the series broadens a student's range of occupational consideration. Booklets include highly informative and easy-to-grasp descriptions of real-life work situations, based largely on actual observation and interviews with workers. Most of the booklets describe a number of jobs at several educational levels. These booklets provide students with excellent resource material for teachers to recommend in connection with their use of Guidance Activities for Secondary School Teachers.

#1 Jobs in Science
#2 Jobs in Mechanical Work

#3 Jobs in Outdoor Work
#4 Jobs in Technical Work
#5 Jobs in Selling
#6 Jobs in Clerical Work
#7 Jobs in Engineering
#8 Jobs in Mathematics
#9 Jobs in Building Construction Trades
#10 Jobs in Health
#11 Jobs in Agriculture
#12 Jobs in Art
#13 Jobs in Publishing
#14 Jobs in the Performing Arts
#15 Jobs in Psychology
#16 Jobs in Unusual Occupations
#17 Jobs in Professional Economics
#18 Jobs in Education
#19 Jobs in Social Work
#20 Jobs in Electronic Data Processing

GK 35 - New Rochester Occupational Reading Series
(Science Research Associates)

The New Rochester Occupational Reading Series provides both reading instruction and information about the world of work. Mature in content but scaled as low as second grade reading ability, the series emphasizes, in story form, the attitudes and skills that lead to success on the job and in society.

Job Ahead Textbooks, Exercise Books, Teacher's guide

GK 37 - Manpower and Natural Resources Kit
(Science Research Associates)

The Kit is designed for use in high school developmental reading, guidance, vocational and technical courses and in all types of adult retraining programs.
Manpower and Natural Resources is designed to enrich basic reading or special training programs with a wealth of reading material from popular books and magazines. Dealing primarily with masculine jobs, they are carefully chosen for their interest and informative value. Selections are grouped at eight different reading levels so individuals are not discouraged by material that is too difficult or too easy. Topics fall into three broad categories: 1) conservation and the skills involved; 2) related facts of natural history, geology, botany, zoology, weather, conservation, and mineralogy; 3) occupational skills.

M I C R O F I C H E

Post-Secondary

MIC 1 - Chronicle Occupational Microfilm
(Chronicle Guidance Publications)

The set of microfiche cards includes all occupational information published by Chronicle during the past four years.

MIC 2 - WISC Deck of Career Information
(Wisconsin Department of Public Instruction, Madison)

A collection of occupational information on microfilm mounted in aperture on cards. The system provides broad information and pictures on the following:

1) Wisconsin occupations that do not require a college education.

2) All occupations in which Wisconsin provides education and training.

3) All vocational, technical, and adult education schools in Wisconsin.

4) All state-approved private schools.

16mm FILMS

Post-Secondary

F 6 - Jobs and Their Environment
(Mc Graw)

About a girl just starting on a job as a salesgirl in a department store. She learns how to function on the job and be successful.

F 7 - Jobs for Men: Where Am I Going?
(Mc Graw)

A young man out of school with no skills and a low paying job goes looking for a job that suits him better.

F 10 - Jobs in the World of Work: A Good Place to Be
(Mc Graw)

An introductory film to the world of work. Interviews of people that are working in various occupations. They talk about their likes and dislikes. It gives the attitudes of different people toward work.

F 13 - Your Job: Finding the Right One
(Coronet Films)

We see how young people can locate jobs suited to their needs and abilities. Time and effort can be saved by clear appraisal of abilities and interest, as well as past and future training. The film then shows how to organize a plan of action that will get the "right" job.

13 1/2 minutes

F 14 - Your Job: Good Work Habits
(Coronet)

An interview with two high school graduates on their first full-time jobs helps us recognize work of good quality, done with safety and satisfaction. Good work habits, such as working steadily, concentrating and planning ahead, can

lead to a promotion, a raise and other benefits.

13 1/2 minutes

F 15 - Your Job: Getting Ahead
(Coronet Films)

Experienced workers, interviewed at their jobs, give tips on getting ahead--tips that we can see applied by a young man entering on a career as a newspaperman. Questions about changing jobs, recognizing dead-end jobs, picking areas for advancement and planning for additional education are answered frankly and sincerely.

16 minutes

F 16 - Your Job: Applying For It
(Coronet Films)

Interviews with workers of varying ages and education show that the way to apply for a job and get it is by following a planned procedure which includes getting enough good leads, sticking with it, selling yourself and making the most of what you've got.

13 1/2 minutes

F 17 - Your Job: You and Your Boss
(Coronet Films)

The relationship between worker and boss is seen from both points of view. Interviews with supervisors and employees at their jobs answer many of the important questions faced by young people regarding dependability, familiarity and authority. Bosses and employees tell the qualities they expect from each other.

16 minutes

F 18 - Your Job: Fitting In
(Coronet Films)

After witnessing the actions of an employee who is fired for doing "too little" and the actions of an employee who is fired for trying to do "too much," the viewer is challenged to decide how he would respond to each situation.

PROFESSIONAL REFERENCE BOOKS AND SUBSCRIPTIONS

Post-Secondary

SEE SECONDARY

Pages 121 - 123

VIDEO TAPES

Post-Secondary

SEE SECONDARY

Pages 124, 125